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Microsoft Office 2003

Concepts and Techniques

WORD 2003

PROJECT TWO

CREATING A RESEARCH PAPER

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
APA (American Psychological Association) (WD 74)	A style for research papers which can be used; preferred in social sciences	I don't recall ever using this
LA (Modern Language Association of America) (WD 74)	Another style for research papers, standard in the humanities	I use this
parenthetical citations (WD 76)	MLA uses this Instead of noting each source at the bottom of the page or at the end of the paper.	I don't know what this is
works cited (WD 76)	Used for bibliographical references	I normally use this if I need to cite where I got my information from
double-space (WD 79)	One blank line between each line of text	I normally double space my papers
line spacing (WD 79)	The amount of vertical space between lines of text in a document	I always see line spacing
footer (WD 81)	Text you want printed at the bottom of every page	I don't normally use this
header (WD 81)	Text you want printed at the top of each page of a document	I don't normally use this
Click and Type (WD 82)	Used to format and enter text, graphics, and other items	I use this.
dock (WD 82)	To attach a floating toolbar	This is sometimes used.

	above or below the Standard and Formatting toolbars by double clicking the floating tool bars title bar.	
print layout view (WD 82)	Displays document exactly as it will print.	I use this to see what my hard copy will look like.
AutoComplete tip (WD 85)	Instructs Word to place the text of the Autocomplete tip at the location of your typing.	Word performs this task automatically.
shortcut keys (WD 85)	Keyboard key combinations.	I use this to perform a task without going to the task bar.
first-line indent (WD 87)	Indents the first line of a paragraph	I use this when typing a paper
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler.	I use this to make indents.
Left Indent marker (WD 87)	Allows you to change the entire left margin.	I use this.
AutoCorrect feature (WD 89)	Automatically corrects errors when you type.	Word performs this task automatically.
AutoCorrect Options button (WD 90)	Displays a menu that allows you to undo a correction or change how word handles future automatic corrections.	Word performs this task automatically.
endnote (WD 93)	A symbol at the end of the document.	I see this
footnote (WD 93)	A symbol at the bottom of the page.	I see this.
note reference mark (WD 93)	Signals that an explanatory note exists.	I see this.
note text (WD 93)	Can be any length and format.	I type this.
base style (WD 95)	The normal style.	I use this.
normal style (WD 95)	The default style.	I use this.
style (WD 95)	A named group of formatting characteristics that you can apply to text.	I use this.

automatic page break (WD 101)	Page breaks that Word automatically inserts.	I use this.
background repagination (WD 101)	The automatic page break task.	Word automatically performs this task.
soft page break (WD 101)	An automatic page break.	Word automatically performs this task.
works cited page (WD 102)	A bibliographical list of works in a research paper.	I use this.
hard page break (WD 103)	A page break that you force into the document.	I don't recall using this
manual page break (WD 103)	A hard page break.	I don't recall using this.
hanging indent (WD 104)	The first line hangs to the left of the rest of the paragraph.	I use this.
Hanging Indent marker (WD 104)	The triangle at the 0" mark on the ruler.	I see this.
AutoCorrect entry (WD 106)	A built in list of words that will be automatically corrected.	Built-in.
CTRL+clicking (WD107)	By doing this while you click a link, you open a new window.	I use this.
hyperlink (WD 107)	A shortcut that allows a user to jump easily and quickly to another location.	I use this.
jumping (WD 107)	The process of following a hyperlink to its destination.	I use this.
sorting (WD 109)	Arranging characters in alphabetic, numeric, or date order.	I use this.
ascending sort order (WD 110)	From the beginning of the alphabet to the end of the alphabet.	I use this.
descending sort order (WD 110)	End of the alphabet to the beginning of the alphabet.	I use this.
proofreading (WD 110)	Looking for grammatical and spelling errors.	I do this.
Clipboard (WD 112)	A temporary Windows storage area.	I see this.
cutting (WD 112)	Removing a selected item	I use this.

	and then placing them in the clipboard.	
drag-and-drop editing (WD 112)	Dragging the selected item to the new location.	I use this.
pasting (WD 112)	Copying an item from the clipboard into the document.	I use this.
paste Options button (WD 114)	A menu that allows you to change to format of the text that was moved.	I use this.
smart tag (WD 115)	A button that automatically appears when Word performs an action.	I see this.
smart tag indicator (WD 116)	Alerts you that a smart tag is available	I see this.
synonym (WD 118)	A word similar in meaning.	I use these.
thesaurus (WD 118)	A book of synonyms.	I use this.
antonym (WD 119)	A word with an opposite meaning.	I use these.