

# Microsoft Office Word 2007

## Chapter Two: Creating a Research Paper

### Double Entry Definition Journal

Keyterm	Definition	How does the keyterm relate to your prior experience?
American Psychological Association (APA) (WD 74)	A popular documentation style for research papers	Used in certain research papers
Modern Language Association of America (MLA) (WD 74)	Another popular documentation style for research papers	Essay tests
research paper (WD 74)	Document you can use to communicate the results of research findings	Writing papers for all subjects on specific topics
parenthetical citations (WD 76)	Author references in parentheses with the page number of referenced information; in-text citations	Citing sources in papers
plagiarize (WD 76)	Using someone else's work and claiming it as your own	writing bibliographies and citations
works cited (WD 77)	Bibliographic list of sources at the end of the paper	Uniform way of presenting bibliography, used in all subjects
double-space (WD 78)	Amount of vertical space between each line of text and above and below paragraphs should be equal to one blank line	Used in writing all papers for school
line spacing (WD 78)	Amount of vertical space between lines of text in a paragraph	Usually use double-space
paragraph spacing (WD 78)	Amount of space above and below a paragraph	Usually use double-space
footer (WD 79)	Text and graphics that print at the bottom of every page	Research papers
header (WD 79)	Text and graphics that print at the top of each page in a document	Research papers

<b>right-aligned (WD 81)</b>	at the right margin	Name, date and period for all papers are right aligned
<b>Click and Type (WD 85)</b>	Use it to format and enter text, graphics, and other items	College essay writing
<b>shortcut keys (WD 86)</b>	Keyboard key combinations to format text as you type it	Used in writing Ex: copy, paste..etc
<b>horizontal ruler (WD 87)</b>	Displays at the top edge of the document window just below the Ribbon	Indenting
<b>vertical ruler (WD 87)</b>	Displays along left edge of Word window	Indenting
<b>First Line Indent marker (WD 88)</b>	Indent just the first line of a paragraph	Used in all writing
<b>first-line indent (WD 88)</b>	Top triangle at the 0" mark on the ruler	Indenting first line of paragraph
<b>Left Indent marker (WD 88)</b>	Allows you to change the entire left margin	Changing margin of paper
<b>ruler (WD 88)</b>	Horizontal ruler	Changing indent space
<b>AutoCorrect (WD 91)</b>	Automatically corrects typing, spelling, capitalization or grammar errors as you type them in the document	Often corrects my mistyped words
<b>AutoCorrect Options button (WD 92)</b>	Allows you to undo a correction or change how Word handles future automatic corrections of this type	Purpose mistakes
<b>field (WD 96)</b>	Placeholder for data whose contents can change	Inserting data
<b>endnote (WD 99)</b>	Explanatory note exists at end of document	Research paper
<b>footnote (WD 99)</b>	Explanatory note exists at bottom of page	Extra information included
<b>note reference mark (WD 99)</b>	A subscript that references footnotes or endnotes	Using footnotes and endnotes
<b>note text (WD 99)</b>	Any length and format	College essay writing
<b>automatic page breaks (WD 107)</b>	Page breaks, when determined that the text has filled one page according to paper size, margin settings, line spacing and other settings	College essay writing
<b>background repagination (WD 107)</b>	Refers to automatic page break tasks	College essay writing
<b>soft page breaks (WD 107)</b>	Page breaks, when determined	College essay writing

	that the text has filled one page according to paper size, margin settings, line spacing and other settings	
<b>bibliography (WD 111)</b>	Alphabetical list of sources referenced in a paper	Used in research papers for all subjects
<b>works cited page (WD 111)</b>	List of sources that are referenced directly in a research paper	MLA format, all subjects
<b>hard page break (WD 112)</b>	One that you force into the document at a specific location	College essay writing
<b>manual page break (WD 112)</b>	One that you force into the document at a specific location	College essay writing
<b>bibliographic list (WD 113)</b>	Word formats the list of sources and alphabetizes them, saving time taking up style guidelines	Research paper
<b>hanging indent (WD 116)</b>	First line hangs to the left of the rest of the paragraph, type of paragraph formatting	Bibliographies
<b>Hanging Indent marker (WD 116)</b>	Bottom triangle at the 0" mark on the ruler	College essay writing
<b>proofreading (WD 118)</b>	Look for grammatical errors and spelling errors	College essay writing
<b>Clipboard (WD 119)</b>	Temporary Windows storage area	College essay writing
<b>cutting (WD 119)</b>	Removing selected item from document and then placing it on Clipboard	College essay writing
<b>drag-and-drop editing (WD 119)</b>	Drag selected item to new location and then insert, or drop it there	College essay writing
<b>pasting (WD 119)</b>	Process of copying an item from the Clipboard into the document at the location of the insertion point	College essay writing
<b>Paste Options button (WD 122)</b>	Menu appears that allows you to change format of item that was moved	College essay writing
<b>synonym (WD 124)</b>	Word similar in meaning	College essay writing
<b>thesaurus (WD 124)</b>	Book of synonyms	College essay writing
<b>antonym (WD 125)</b>	Opposite of a word	College essay writing

