

NAME \_\_\_\_\_

Microsoft Office 2003  
Concepts and Techniques

WORD 2003

PROJECT TWO

CREATING A RESEARCH PAPER

KEYTERMS Double Entry Journal (DEJ)

<b>TERM</b>	<b>DEFINITION</b>	<b>TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE</b>
APA (American Psychological Association) (WD 74)	It's a documentation style but this style is preferred for social sciences.	N/A
MLA (Modern Language Association of America) (WD 74)	Is a documentation style and is the standard style in the humanities.	N/A
parenthetical citations (WD 76)	Place author references in parentheses with the page number(s) of the referenced info.	N/A
works cited (WD 76)	Term for bibliographical references.	N/A
double-space (WD 79)	One blank line between each line of text.	N/A
line spacing (WD 79)	Is the amount of vertical space between lines of text in a document.	N/A
footer (WD 81)	Is text printed at the bottom of every page.	N/A
header (WD 81)	Is text printed at the top of each page.	N/A
Click and Type (WD 82)	Use to format and enter text, graphics, and other items. Used in print layout view.	N/A
dock (WD 82)	Attach a floating toolbar.	N/A

print layout view (WD 82)	Displays the document exactly as it will print.	N/A
AutoComplete tip (WD 85)	Instructs Word to place the text of the AutoComplete tip at the location of your typing.	N/A
shortcut keys (WD 85)	Keyboard combinations, to format text as you type.	N/A
first-line indent (WD 87)	Indenting just the first line of a paragraph using the horizontal ruler.	N/A
First-Line Indent marker (WD 87)	Is the top triangle at the 0" mark on the ruler.	N/A
Left Indent marker (WD 87)	Allows you to change the entire left margin.	N/A
AutoCorrect feature (WD 89)	Automatically corrects these kinds of errors as you type them in the document.	N/A
AutoCorrect Options button (WD 90)	Word displays a menu that allows you to undo a correction or change how Word handles corrections.	N/A
endnote (WD 93)	Notes at the end of the document.	N/A
footnote (WD 93)	Notes at the bottom of the page	N/A
note reference mark (WD 93)	Uses a raised number to signal that an explanatory note exists.	N/A
note text (WD 93)	Can be any length and format.	N/A
base style (WD 95)	The underlying style.	N/A
normal style (WD 95)	Most likely uses 12-point Times New Roman font.	N/A
style (WD 95)	Named group of formatting characteristics that you can apply to text.	N/A
automatic page break (WD 101)	Word automatically inserts page breaks, when it determines the text has filled one page according to other settings.	N/A
background repagination (WD 101)	Word refers to automatic page break task.	N/A

soft page break (WD 101)	Determines the text has filled one page according to other settings.	N/A
works cited page (WD 102)	Is a bibliographical list of works that are referenced directly in a research paper.	N/A
hard page break (WD 103)	Something that you force into the document at a specific location.	N/A
manual page break (WD 103)	Something that you force into the document at a specific location.	N/A
hanging indent (WD 104)	When the first line hangs to the left of the rest of the paragraph.	N/A
Hanging Indent marker (WD 104)	Is the bottom triangle at the 0" mark on the ruler.	N/A
AutoCorrect entry (WD 106)	Has predefined many commonly misspelled words, which automatically corrects as you type. It contains commonly used symbols	N/A
CTRL+clicking (WD107)	You jump to another document on your computer, on your network, or on the internet.	N/A
hyperlink (WD 107)	Is a shortcut that allows a user to jump easily and quickly to another location in the same document or to other documents or Web pages.	N/A
jumping (WD 107)	Is the process of following a hyperlink to its destination.	N/A
sorting (WD 109)	You can arrange paragraphs in alphabetic, numeric, or date order based on the on the first character in each paragraph.	N/A
ascending sort order (WD 110)	To order from the beginning of the alphabet to the end, smallest number to the largest, or earliest date to	N/A

	the most recent.	
descending sort order (WD 110)	Means sorting from the end of the alphabet to the beginning, the largest number to the smallest, or the most recent date to the earliest.	N/A
proofreading (WD 110)	Looking for grammatical errors and spelling errors.	N/A
Clipboard (WD 112)	Is a temporary Windows storage area.	N/A
cutting (WD 112)	Involves removing the selected item from the document and then placing it on the Clipboard.	N/A
drag-and-drop editing (WD 112)	You drag the selected item to the new location and then insert, or <i>drop</i> , it there.	N/A
pasting (WD 112)	Is the process of copying an item from the Clipboard into the document at the location of the insertion point.	N/A
paste Options button (WD 114)	A menu is displayed that allows you to change the format of the text that was moved.	N/A
smart tag (WD 115)	Is a button that automatically appears on the screen when Word performs a certain action.	N/A
smart tag indicator (WD 116)	Is a purple dotted underline.	N/A
synonym (WD 118)	A word similar in meaning.	N/A
thesaurus (WD 118)	Book of synonyms.	N/A
antonym (WD 119)	Word with an opposite meaning.	N/A