

# 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	Horner
Modern Language Association of America (MLA) (WD 74)	Another popular documentation style for research paper	Horner
research paper (WD 74)	Document you can use to communicate the results of research findings.	6 <sup>th</sup> Grade
parenthetical citations (WD 76)	You place author and page numbers in it instead of bottom of paper	Horner
plagiarize (WD 76)	Using someone else's work and claiming as your own	1 <sup>st</sup> Grade
works cited (WD 77)	Used to refer for the bibliographic list of sources at the end of the paper	7 <sup>th</sup> Grade
double-space (WD 78)	Vertical space between each line of text and above and below the paragraphs must be equal to one blank line	3 <sup>rd</sup> Grade
line spacing (WD 78)	Amount of vertical space between lines of text in a paragraph	3 <sup>rd</sup> Grade
paragraph spacing (WD 78)	Amount of space above and below a paragraph	3 <sup>rd</sup> Grade
footer (WD 79)	Text and graphics that print in bottom of page	5 <sup>th</sup> Grade
header (WD 79)	Text and graphics that print in top of the page	5 <sup>th</sup> Grade
right-aligned (WD 81)	At the right margin	2 <sup>nd</sup> Grade
Click and Type (WD 85)	Double click a blank area and format and enter text, graphics,	1 <sup>st</sup> Grade

	and other items	
<b>shortcut keys (WD 86)</b>	Keys you can use instead of using mouse and faster	Horner
<b>horizontal ruler (WD 87)</b>	Way of indenting the first line of each paragraph	Horner
<b>vertical ruler (WD 87)</b>	Indents downward or upward	Horner
<b>First Line Indent marker (WD 88)</b>	Top triangle at the “0 mark on the ruler	Horner
<b>first-line indent (WD 88)</b>	First line of a paragraph	Horner
<b>Left Indent marker (WD 88)</b>	Allows you change the entire left margin	Horner
<b>ruler (WD 88)</b>	The horizontal ruler that indents the first line	Horner
<b>AutoCorrect (WD 91)</b>	Automatically changes mistyped word into saved word	Horner
<b>AutoCorrect Options button (WD 92)</b>	Menu that allows you to undo a correction or change future corrections	Horner
<b>field (WD 96)</b>	Placeholder for data whose contents can change	Horner
<b>endnote (WD 99)</b>	Raised number to explain at the end of the document	Horner
<b>footnote (WD 99)</b>	Raised number to explain at the bottom of the document	Horner
<b>note reference mark (WD 99)</b>	Used to signal an explanatory note	Horner
<b>note text (WD 99)</b>	Can be any length or format that explains	Horner
<b>automatic page breaks (WD 107)</b>	Automatically inserts page breaks	1 <sup>st</sup> Grade
<b>background repagination (WD 107)</b>	Between the pauses in your typing	Horner
<b>soft page breaks (WD 107)</b>	Same as automatic page breaks	1 <sup>st</sup> Grade
<b>bibliography (WD 111)</b>	Alphabetical list of sources	7 <sup>th</sup> Grade
<b>works cited page (WD 111)</b>	List of sources that are referenced directly in a research paper	7 <sup>th</sup> Grade
<b>hard page break (WD 112)</b>	A page break that you do manually or force into a specific location	Horner
<b>manual page break (WD 112)</b>	Same as hard page break	Horner
<b>bibliographic list (WD 113)</b>	List of sources in alphabetical order	Horner

<b>hanging indent (WD 116)</b>	The first line hangs to the left of the rest of the paragraph	7 <sup>th</sup> Grade
<b>Hanging Indent marker (WD 116)</b>	The bottom triangle at the 0" mark on the ruler	7 <sup>th</sup> Grade
<b>proofreading (WD 118)</b>	Checking your paper	2 <sup>nd</sup> Grade
<b>Clipboard (WD 119)</b>	Temporary storage area	Horner
<b>cutting (WD 119)</b>	Removing the selected item and placing it in the clipboard	2 <sup>nd</sup> Grade
<b>drag-and-drop editing (WD 119)</b>	You drag the selected item to a new location and drop it	Horner
<b>pasting (WD 119)</b>	When you copy an item from the Clipboard into the document at the location of the insertion point	1 <sup>st</sup> Grade
<b>Paste Options button (WD 122)</b>	Menu that allows you to change the format of the item that was moved	Horner
<b>synonym (WD 124)</b>	Same meaning of a word	3 <sup>rd</sup> Grade
<b>thesaurus (WD 124)</b>	Book that contains a series of synonyms or antonyms	3 <sup>rd</sup> Grade
<b>antonym (WD 125)</b>	Opposite of word meaning	3 <sup>rd</sup> Grade