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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)	One of two popular documentation styles for research papers.	I have not used this tool.
LA (Modern Language Association of America) (WD 74)	One of two popular documentation styles for research papers.	I have not used this tool.
parenthetical citations (WD 76)	In-text citation used instead noting each source at the bottom of the page or at the end of the paper.	I have not used this tool.
works cited (WD 76)	Used for bibliographical references.	I use this tool for when I make research papers.
double-space (WD 79)	When one blank line is between each line of text.	I use this formatting style when I type up essays.
line spacing (WD 79)	The amount of vertical space between lines of text in a document.	I use different types of line spacing on different types of documents.
footer (WD 81)	Text you want printed at the bottom of every page.	I have used this tool to add page numbers.
header (WD 81)	Text you want printed at the top of each page in a document.	I have not used this tool.
Click and Type (WD 82)	In print layout view, you can double-click a blank area of the document window.	I have used this tool to use my document in print layout view.
dock (WD 82)	A floating toolbar above or	I have used this tool to

	below the Standard and Formatting toolbars by double-clicking the floating toolbar's title bar.	attach more toolbars to my menu.
print layout view (WD 82)	This displays the document exactly as it will print.	I use this tool to see what my document will look like.
AutoComplete tip (WD 85)	This instructs Word to place the text of the AutoComplete tip at the location of your typing	I use this tool to type more quickly.
shortcut keys (WD 85)	Keyboard key combinations, to format text as you type it.	I use this to type out symbols with shortcut keys.
first-line indent (WD 87)	To indent just the first line of a paragraph	I use this whenever I write paragraphs.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler.	I use this to indent my paragraphs.
Left Indent marker (WD 87)	This allows you to change the entire left margin.	I use this to indent my paragraphs.
AutoCorrect feature (WD 89)	This feature automatically corrects errors as you type them in a document.	I use this feature to type more efficiently and quickly.
AutoCorrect Options button (WD 90)	Word displays a menu allows you to undo a correction or change how Word handles future automatic corrections of this type.	I use this feature to type more efficiently and quickly.
endnote (WD 93)	A reference that is found at the end of a document.	I have not used this tool.
footnote (WD 93)	A reference that is found at the end of a page.	I have not used this tool.
note reference mark (WD 93)	This specifies that an explanatory note exists either as a footnote or an endnote.	I have not used this tool.
note text (WD 93)	This specifies that an explanatory note exists either as a footnote or an endnote.	I have not used this tool.
base style (WD 95)	The underlining style in Word.	I use this tool to emphasize certain text.
normal style (WD 95)	The style that uses 12-point Times New Roman for characters and single-	This is the standard formatting I use to type.

	spaced, left aligned paragraphs.	
style (WD 95)	A named group of formatting characteristics that you can apply to text.	I use different styles to type and make my document look better,
automatic page break (WD 101)	When Word automatically inserts page breaks.	I have not used this tool.
background repagination (WD 101)	The tool that Word refers to the automatic page break task.	I have not used this tool.
soft page break (WD 101)	When Word automatically inserts page breaks.	I have not used this tool.
works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	I use this tool for when I make research papers.
hard page break (WD 103)	A page break that you force into the document at a specific location.	I have not used this tool.
manual page break (WD 103)	A page break that you force into the document at a specific location.	I have not used this tool.
hanging indent (WD 104)	A tool you can use to modify the margins.	I use this to modify my margins while making documents.
Hanging Indent marker (WD 104)	The tool that allows you to modify the margins.	I use this to modify my margins while making documents.
AutoCorrect entry (WD 106)	A tool where Word has predefined many commonly misspelled words, which it automatically corrects for as you type.	I use this tool to type more quickly
CTRL+clicking (WD107)	You can jump into another document or onto the World Wide Web.	I use this to move entire sentences in different places.
hyperlink (WD 107)	A shortcut that allows users to jump easily and quickly to another location in the same document or to other documents or Web pages.	I use this tool to access certain Web pages.
jumping (WD 107)	The process of following a hyperlink to its destination.	I use this tool to access certain Web pages.
sorting (WD 109)	The ordering of characters in a manner.	I have not used this tool.
ascending sort order (WD	This means Word orders	I have not used this tool. I

110)	from the beginning of the alphabet to the ending and etc.	have not used this tool.
descending sort order (WD 110)	This means Word orders from the ending of the alphabet to the beginning and etc.	
proofreading (WD 110)	To look for grammatical errors and spelling errors.	I use this tool to fix errors in my document.
Clipboard (WD 112)	A temporary Windows storing area.	I use this tool when I copy many phrases.
cutting (WD 112)	This involves removing the selected item from the document and then placing it on the Clipboard.	I use this tool to remove large amounts of texts.
drag-and-drop editing (WD 112)	You drag the selected item to the new location and the, insert, or drop, it there.	I use this to move entire sentences in different places.
pasting (WD 112)	The process of copying an item from the Clipboard into the document at the location of the insertion point.	I use this tool to paste text in new places.
paste Options button (WD 114)	A menu that is displayed that allows you to change the format of the text that was moved.	I use this tool to format my pasted text.
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action.	I have not used this tool.
smart tag indicator (WD 116)	When Word notifies you that the smart tag is available.	I have not used this tool.
synonym (WD 118)	A word similar in meaning to another word.	I use this to find new words similar to mine.
thesaurus (WD 118)	A book of synonyms.	I use this to find new words similar to mine.
antonym (WD 119)	A word with the opposite meaning.	I use this to find new words opposite to mine.