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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 kind of popular documentation styles for research papers.	I never care about this.
MLA (Modern Language Association of America) (WD 74)	One kind of popular documentation styles for research papers.	I never care about this.
parenthetical citations (WD 76)	Text that is used for the MLA style.	I never use it.
works cited (WD 76)	The Term that is used for the MLA style.	I never used it.
double-space (WD 79)	One blank line should be between each line of text.	When I want to make my essay longer, I use it.
line spacing (WD 79)	It is the amount of vertical space between lines of text in a document.	It is important for some test.
footer (WD 81)	It is text you want printed at the bottom of every page.	It is not for my easy essay. So I never used it.
header (WD 81)	It is text you want printed at the top of each page in a document.	It is to insert page number.
Click and Type (WD 82)	It is to formant and enters text, graphics, and other items.	Basically, it is used to start typing.
dock (WD 82)	A floating toolbar above or below the Standard and Formatting toolbars by double-clicking the floating	I do not like to use this.

	toolbar's title bar.	
print layout view (WD 82)	It displays the document exactly as it will print.	I do not need it to print. Hardly, I need.
AutoComplete tip (WD 85)	Instructs Word to place the text of the AutoComplete tip at the location of your typing.	It is good to type easily.
shortcut keys (WD 85)	Combine the key to do some special acting.	It is to type quickly.
first-line indent (WD 87)	Instruct word to indent just the first line of a paragraph.	I need it to determine paragraph.
First-Line Indent marker (WD 87)	Top triangle at the 0" mark on the ruler.	It is for first-line indent. I do not use it.
Left Indent marker (WD 87)	It helps you to change the entire left margin.	Sometimes I use it to change left margin.
AutoCorrect feature (WD 89)	Correct the word that you type error spelling by MS Word.	It corrects my type automatically.
AutoCorrect Options button (WD 90)	A menu that allows you to undo a correction or change how Word handles future automatic corrections of this type.	I never used it.
endnote (WD 93)	Note at the end of the document.	I do not use it.
footnote (WD 93)	Note at the bottom of the page.	I do not need it.
note reference mark (WD 93)	The MLA style specifies that a superscript be used for a note reference mark.	It is for foot note and end note. So I do not use it.
note text (WD 93)	Places notes at the bottom of each page as footnotes.	It is about footnote.
base style (WD 95)	Underlying style.	I use normal style.
normal style (WD 95)	Most likely uses 12-point times new roman font for characters and single-spaced, left aligned paragraphs.	Usually, I use it.
style (WD 95)	It is named group of formatting characteristics that you can apply to text.	I only use 1 style, normal style.
automatic page break (WD 101)	Word automatically inserts page breaks.	It is basic thing of word process.

background repagination (WD 101)	Word refers to the automatic page break task.	I use it. It is better.
soft page break (WD 101)	Word automatically inserts page breaks.	It is same word as automatic page break.
works cited page (WD 102)	It is a bibliographical list of works that are referenced directly in a research paper.	I do not need it.
hard page break (WD 103)	Inserting page break yourself.	It is for professional or long essay. I do not need it.
manual page break (WD 103)	Inserting page break yourself.	Same as hard page break.
hanging indent (WD 104)	The type of paragraph formatting that the first line hangs to the left of the rest of the paragraph.	It is used to list something.
Hanging Indent marker (WD 104)	It is the bottom triangle at the 0" mark on the ruler.	I use short cut.
AutoCorrect entry (WD 106)	It auto correct some letter to some commonly used symbols.	It is to change the setting of auto correct. I do not need it.
CTRL+clicking (WD107)	Jump to another document window on your computer.	I usually use it when I read my essay that there is some link.
hyperlink (WD 107)	It is a shortcut that allows a user to jump easily and quickly to another location in the same document or to other documents or WebPages.	I use it when I read some document that there is some link.
jumping (WD 107)	It is the process of following a hyperlink to its destination.	Everybody use it.
sorting (WD 109)	Ordering characters in this manner.	It is so easy to sort document.
ascending sort order (WD 110)	Sorting from the beginning of the alphabet to the end of the alphabet. Smallest number to the largest number, or earliest date to the most recent date.	It is regular sorting way for me.
descending sort order (WD 110)	Opposite sorting from ascending sort order.	It is regular sorting way for somebody, I guess.

proofreading (WD 110)	You look for grammatical errors and spelling errors.	I use it to check my document.
Clipboard (WD 112)	It is a temporary Windows storage area.	It is so good to insert the picture.
cutting (WD 112)	It involves removing the selected item from the document and then placing it on the Clipboard.	I used it to remove. I never paste it again.
drag-and-drop editing (WD 112)	You drag the selected item to the new location and then insert, or drop, it there.	I think it is the most basic acting to move thing in MS Window.
pasting (WD 112)	It is the process of copying an item form the Clipboard into the document at the location of the insertion point.	I used it by Ctrl + V
paste Options button (WD 114)	It is a menu that is displayed that allows you to change the format of the text that was moved.	I do not use it.
smart tag (WD 115)	It is a button that automatically appears on the screen when Word performs a certain action.	I do not use it.
smart tag indicator (WD 116)	It is for the AutoCorrect Options smart tag is a small blue box.	I do not use it.
synonym (WD 118)	Word similar in meaning.	When I think I use uncommon word, then I use it.
thesaurus (WD 118)	It is book of synonyms.	I do not use it.
antonym (WD 119)	Word with an opposite meaning.	It is not useful.