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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)	A style for research papers which can be used; preferred in social sciences	I don't recall ever using this
LA (Modern Language Association of America) (WD 74)	Another style for research papers, standard in the humanities	I use this
parenthetical citations (WD 76)	MLA uses this Instead of noting each source at the bottom of the page or at the end of the paper.	I don't know what this is
works cited (WD 76)	Used for bibliographical references	I normally use this if I need to cite where I got my information from
double-space (WD 79)	One blank line between each line of text	I normally double space my papers
line spacing (WD 79)	The amount of vertical space between lines of text in a document	I always see line spacing
footer (WD 81)	Text you want printed at the bottom of every page	I don't normally use this
header (WD 81)	Text you want printed at the top of each page of a document	I don't normally use this
Click and Type (WD 82)	Used to format and enter text, graphics, and other items	I use this.
dock (WD 82)	To attach a floating toolbar	This is sometimes used.

	above or below the Standard and Formatting toolbars by double clicking the floating tool bars title bar.	
print layout view (WD 82)	Displays the document exactly as it will print	I use this when I need to see how long my paper is.
AutoComplete tip (WD 85)	To save typing, you could press the enter key while the AutoComplete tip appears, which instructs word to place the text of the AutoComplete tip at the location of your typing.	I don't use this.
shortcut keys (WD 85)	Keyboard key combinations to format text as you type	I use this
first-line indent (WD 87)	You can use word to indent just the first line of a paragraph, called first-line indent using the horizontal ruler.	I use this sometimes, when I need to move words faster.
First-Line Indent marker (WD 87)	The top triangle at the 0" mark on the ruler.	I don't normally use this, unless instructed
Left Indent marker (WD 87)	Allows you to change the entire left margin	I don't normally use this.
AutoCorrect feature (WD 89)	Automatically corrects errors as you type them in the document	I have seen this before.
AutoCorrect Options button (WD 90)	When clicked, word displays a menu that allows you to undo a correction or change how Word handles future automatic corrections of this type.	I always use this
endnote (WD 93)	Where a note reference mark is put at the end of the document to signal that an explanatory note exists.	I sometimes see this.
footnote (WD 93)	Where a note reference mark is put at the bottom of the page to signal that an explanatory note exists.	I see this
note reference mark (WD 93)	Used to signal that an explanatory note exists	I have seen this

note text (WD 93)	Can be any length or format; automatically numbered	I don't know what this is
base style (WD 95)	The underlying style for a new word document	I don't normally use this.
normal style (WD 95)	Most likely uses 12-point times new roman don't for characters and single-spacedm left-aligned paragraphs	I use this every time.
style (WD 95)	A named group of formatting characteristics that you can apply to text.	I guess I use this.
automatic page break (WD 101)	Word automatically inserts these page breaks when determines text has filled one page (size, margin settings...)	I see these
background repagination (WD 101)	The automatic page break task	I don't know what this is.
soft page break (WD 101)	The automatic page break task	I'm not sure..
works cited page (WD 102)	A bibliographical list of works that are referenced directly in a research paper.	I usually always use this.
hard page break (WD 103)	The one that you force into the document at a specific location	I do not use this
manual page break (WD 103)	One that you force into the document at a specific location	I don't use this.
hanging indent (WD 104)	The first line that hangs to the left of the rest of the paragraph	Yes I use this
Hanging Indent marker (WD 104)	At the bottom triangle at the 0" mark on the ruler.	I sometimes use this
AutoCorrect entry (WD 106)	Automatically corrects words as you type and contains some commonly used symbols.	I don't use the symbols.
CTRL+clicking (WD107)	By clicking, you jump to another document on your computer, or the world wide web.	Sometimes when needed.

hyperlink (WD 107)	Shortcut that allows a user to jump easily and quickly to another location in the same document or to other documents on web pages	I use these when I need to get to cites fast.
jumping (WD 107)	The process of following a hyperlink to its destination	Yes.
sorting (WD 109)	Ordering characters in an alphabetic, numeric, or date order based on the first character in each paragraph.	I don't use this.
ascending sort order (WD 110)	Means from the beginning of the alphabet to the end of the alphabet, smallest number to largest...	I don't use this.
descending sort order (WD 110)	Sorting from the end of the alphabet to the beginning of the alphabet, largest to smallest...	I have never used this.
proofreading (WD 110)	You look for grammatical errors and spelling errors in your writing	I always use this.
Clipboard (WD 112)	Temporary windows storage area.	I don't use this.
cutting (WD 112)	Involves removing the selected item from the document and then placing it on the clipboard	i use this but I don't know what a clipboard is.
drag-and-drop editing (WD 112)	You can drg the selected item to the new location and then insert, or drop it there.	I use this when I need to drag something to a new spot quickly
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.
paste Options button (WD 114)	A menu displayed that allows you to change the format of the text that was moved.	I use this sometimes.
smart tag (WD 115)	A button that automatically appears on the screen when Word performs a certain action	I have used this before.
smart tag indicator (WD 116)	When word notifies you that the smart tag is available by displaying in	I have used this.

	on the screen it's a small blue box.	
synonym (WD 118)	A word similar in the meaning to the word you have or choose	I use these a lot
thesaurus (WD 118)	A book of synonyms	I use this when I need to find a synonym.
antonym (WD 119)	Opposite meaning of the word.	I use these.