Vocabulary: write the definition to each word. Definitions can be found in the binder.

1. Research paper
2. Parenthetical references
3. Normal style
4. Line spacing
5. Paragraph spacing
6. Double-spacing
7. Header
8. Footer
9. Right-aligned
10. Plagiarize
11. Keyboard shortcuts
12. Horizontal ruler
13. Vertical ruler
14. First-line indent
15. First line indent marker
16. Left indent marker
17. AutoCorrect
18. note reference mark
19. footnote
20. endnote
21. note text
22. automatic page breaks
23. soft page breaks
24. background repagination
25. manual page break
26. work cited page
27. bibliographical list
28. hanging indent
29. proofreading
30. clipboard
31. copying
32. cutting
33. pasting
34. synonym
35. thesaurus
36. By default, the Normal style places \_\_\_\_\_\_\_\_\_\_\_\_\_ points of blank space after each paragraph.
37. By default, the Normal style inserts a vertical space equal to \_\_\_\_\_\_\_\_\_\_ line(s) between each line of text.
38. Headers print in the top margin \_\_\_\_\_\_\_\_\_\_ inch from the top of every page.
39. Each time the \_\_\_\_\_\_\_\_\_\_\_ key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.
40. The shortcut keys used to center a paragraph are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
41. To decrease a font size, use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shortcut keys.
42. To right-align a paragraph, use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shortcut keys.
43. Although you can use a dialog box to indent paragraphs, Word provides a quicker way through the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
44. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature automatically corrects typing, spelling, capitalization, or grammar errors as you type them.
45. If you want to remove the AutoCorrect Options button from the screen, you can press the \_\_\_\_\_\_\_\_\_ key.
46. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a placeholder for data whose contents can change.
47. A tag name is an identifier that links a(n) \_\_\_\_\_\_\_\_\_\_ to a source.
48. Footnote text is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
49. One way to delete a note is to click immediately to the left of the note reference mark in the document text and then press the \_\_\_\_\_\_\_\_\_\_\_\_ key twice.
50. According to the MLA style, the \_\_\_\_\_\_\_\_\_\_\_\_ is a list of sources that are referenced directly in a research paper.
51. Word shades fields \_\_\_\_\_\_\_\_\_\_\_\_ on the screen.
52. The Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a temporary storage area.
53. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the process of copying an item from the Office Clipboard into the document at the location of the insertion point.
54. With \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ editing, Word automatically displays a Paste Options button near the pasted or moved text.
55. A thesaurus can be used to look up a(n) \_\_\_\_\_, or a word similar in meaning to a given word.
56. A(n) \_\_\_\_ is a book of synonyms.
57. One way to add a correctly spelled word to the custom dictionary is to click the \_\_\_\_\_\_\_\_\_\_\_\_ button in the Spelling and Grammar dialog box.

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| Shortcuts: | | | | | |
| Ctrl + A |  | Ctrl + L |  | Ctrl + Q |  |
| Ctrl + B |  | Ctrl + K |  | Ctrl + R |  |
| Ctrl + C |  | Ctrl + J |  | Ctrl + S |  |
| Ctrl + D |  | Ctrl + K |  | Ctrl + T |  |
| Ctrl + E |  | Ctrl + L |  | Ctrl + U |  |
| Ctrl + F |  | Ctrl + M |  | Ctrl + V |  |
| Ctrl + G |  | Ctrl + N |  | Ctrl + W |  |
| Ctrl + H |  | Ctrl + O |  | Ctrl X |  |
| Ctrl + I |  | Ctrl + P |  | Ctrl + Y |  |