* Research paper-results of research finding
* Modern Langue Association of America-MLA documentation style
* Parenthetical citations- replaces noting the cite
* Works cited- bibliographic list of sources
* Line spacing- vertical space between lines
* Paragraph spacing- amount of space below the paragraph
* Double-space- a blank line in between other lines
* Header-Text at the top of the paper
* Footer-Text below the paragraph
* Right-aligned- Is where your last name and the date goes
* Click and Type- to format and enter text
* Shortcut keys-keyboard key combinations
* Horizontal ruler- shows top and bottom margin
* Vertical ruler- Side to side margin
* Ruler- to help find first indent
* First-line indent- indent to start your writing
* First line indent marker-top triangle at the 0”
* Left indent marker- lets you change the entire left margin
* Auto correct-give suggestions for misspelled words
* Auto correct options button-allows you to undo corrections
* Note reference mark-to show explanatory exists
* Footnote-note at the bottom of the page
* Endnote-note at the end of the page
* Note text- text of the note
* Work cited page-page to show were you got your information
* Manual page break-Space in between pages
* Bibliographical list-saving time looking up style guidelines
* Hanging indent- the first line hangs to the left
* Hanging indent mark creates an indent on the horizontal line
* Proofreading-look for errors in your writing
* Drag-and-drop editing-drag and insert stuff to a new location
* Cutting- to get rid of information
* Clip board- temporary storage area
* Pasting- placing information from the clip board
* Paste Options button-Allows to change the format of an item