# **Key Term Matching Answer Key**

# **Exploring Microsoft Word 2019, Chapter 4**

1. A database of all sources created in Word on a computer.

**I. Master List**

1. A list of sources cited by an author in his or her work.

**T. Works Cited**

1. A note recognizing a source of information or a quoted passage.

**B. Citation**

1. A Web-based storage site and sharing utility.

**K. OneDrive**

1. An alphabetical listing of topics covered in a document along with the page numbers where the topic is discussed.

**H. Index**

1. A Word feature that monitors all additions, deletions, and formatting changes you make in a document.

**S. Track Changes**

1. A citation that appears at the end of a document.

**F. Endnote**

1. A Word feature that simplifies the display of comments and revision marks, resulting in a clean, uncluttered look.

**O. Simple Markup**

1. A page that lists headings in the order they appear in a document and the page numbers where the entries begin.

**R. Table of contents**

1. A note, annotation, or additional information to the author or another reader about the content of a document.

**C. Comment**

1. A list of sources consulted by an author in his or her work.

**A. Bibliography**

1. A shape that displays on the right side of a paragraph in which a comment has been made and provides access to the comment.

**D. Comment balloon**

1. A guide to a particular writing style outlining required rules and conventions related to the preparation of papers.

**Q. Style manual**

1. The act of using and documenting the works of another as one’s own.

**L. Plagiarizing**

1. A citation that appears at the bottom of a page.

**G. Footnote**

1. A writing style established by the Modern Language Association with rules and conventions for preparing research papers (used primarily in the area of humanities).

**J. MLA**

1. A Word feature that shows several authors simultaneously editing the document in Word or Word Online.

**M. Real-time co-authoring**

1. Indicates where text is added, deleted, or formatted.

**N. Revision mark**

1. The first page of a report, including the report title, author or student, and other identifying information.

**E. Cover page**

1. A publication, person, or media item that is consulted in the preparation of a paper and given credit.

**P. Source**