

# COMPSCI 111/111G

## Word processing

### 1. What does ASCII stand for and how does it work?

ASCII stands for American Standard Code for Information Interchange.

ASCII is a way of converting (encoding) text as numbers (and vice versa), enabling computers to store and manipulate text as a string of numbers.

### 2. What is the ASCII representation of the word 'Phone'?

080 104 111 110 101

### 3. Convert the following set of ASCII codes to text: 115 117 109 109 101 114

S U M M E R

### 4. What is the main difference between a text editor and a word processor? Give an example of each.

A text editor (eg. Notepad) is used for editing plain text. A word processor (eg. Microsoft Word) can edit text as well as add formatting to the text.

### 5. What settings does the Paragraph window in Microsoft Word allow you to change?

Position of the paragraph on the page, indentation, spacing between the paragraph and its lines, the way the paragraph behaves between pages.

### 6. When would you use a page break and when would you use a section break?

A page break should be used when you want to force content to be split between two pages. A section break should be used when you want to create two sections that have different formatting settings (eg. different page orientation, using columns etc).

### 7. Give two advantages of styles.

Any of: provides consistency, faster to apply formatting, easier to change formatting across the document.

### 8. Give two of Refworks' main features.

Any of: organising references, finding references in databases, inserting citations, inserting bibliographies.