

ASCII

- American Standard Code for Information Interchange**

- Code used to represent English characters as numbers
- There are 128 characters

ASCII codes for A - Z

A	65	I	73	Q	81
B	66	J	74	R	82
C	67	K	75	S	83
D	68	L	76	T	84
E	69	M	77	U	85
F	70	N	78	V	86
G	71	O	79	W	87
H	72	P	80	X	88
Y	89	Z	90		

<http://en.wikipedia.org/wiki/ASCII>

COMPSCI 111 / 111G

Mastering Cyberspace:

An introduction to practical computing

Word Processing

Exercise

If “A” has the ASCII code 65 and “a” has the ASCII code 97:

1. What is the ASCII code for the word “Easy”?
2. What is the ASCII code for the word “Summer”?

Text Editor

- Text Editor**

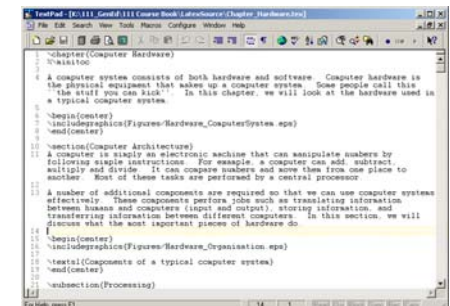
- Allows user to edit the characters on the page
- Plain text (ASCII)

- Commonly used for editing:**

- configuration files
- programming language source code.

- Examples**

- Notepad
- Notepad++
- TextPad



http://en.wikipedia.org/wiki/Text_editor

Word Processors

- **Word Processor**
 - Extension of a text editor
 - Allow user to format the document (change the appearance of text)
- **Fonts**
 - Style, size, typeface
- **Paragraph**
 - Alignment, spacing
- **Document**
 - Margins, Headers, Footers

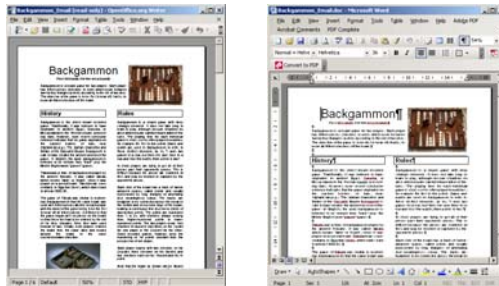
http://en.wikipedia.org/wiki/Word_processor

Standards

- **Each word processor decides how to store information**
 - Uses special codes to identify the format of the text
 - Bold, italic
 - Font size
 - Alignment
 - File is saved with these codes
- **Standards**
 - Proprietary (MS-Word)
 - Open standard (Open Office)

What you see is what you get

- **WYSIWYG (Whizzy-wig)**
 - Graphical User Interface
 - What the user sees is the same as the output printed
- **Most modern word processors work this way**
 - Microsoft Word
 - Open Office



<http://en.wikipedia.org/wiki/WYSIWYG>

What you see is what you get

- **Programming is generally not WYSIWYG:**
- **Examples covered in COMPSCI111:**
 - Wiki markup (see example below)
 - Latex
 - HTML5
 - Python

What you see

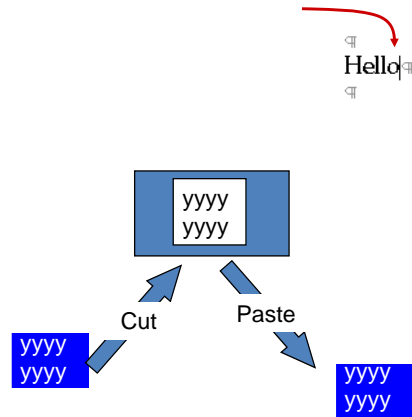
```
=Damir Azhar=  
I am a '''COMPSCI 111''' lab tutor  
and lecturer as well as a PhD student.  
  
==About Me==  
I am interested in:  
*videogames  
*music  
*books  
*films  
  
For more information on the COMPSCI  
111 course coordinator visit  
[[User:Acam001|Ann's Page]].
```

What you get

```
Damir Azhar  
I am a COMPSCI 111 lab tutor and lecturer as well as a PhD  
student.  
  
About Me  
I am interested in:  
• videogames  
• music  
• books  
• films  
  
For more information on the COMPSCI 111 course coordinator  
visit Ann's Page.
```

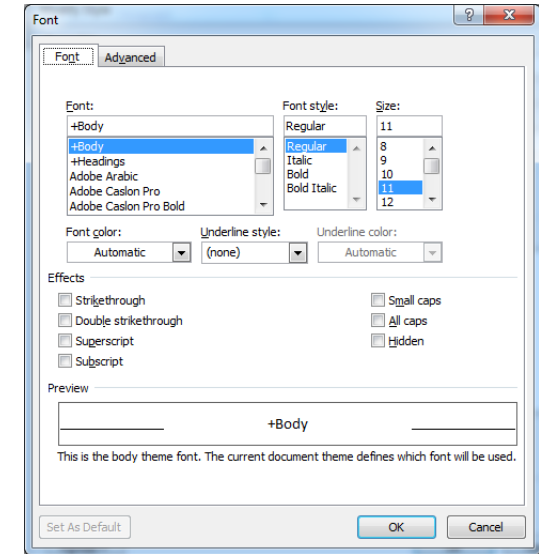
Basic Features of a Word Processor

- **Editing Text**
 - Word Wrap
 - Insert/ Delete
 - Select Text for action
- **Clipboard**
 - Keeps multiple clippings
 - Cut, Copy, Paste
- **Formatting**
 - Character
 - Paragraph
 - Document



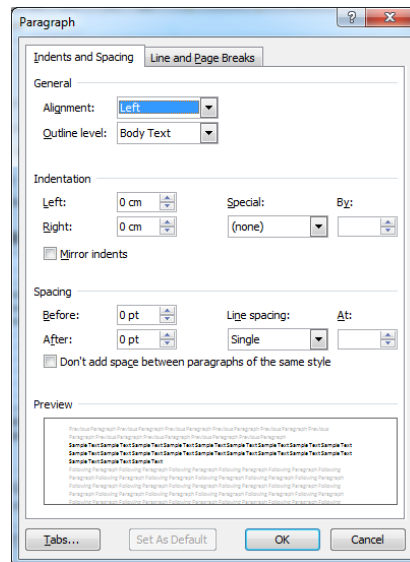
Font

- **Appearance of Text**
 - Typeface
 - Style (Bold, Italic)
 - Size (in points)
 - Colour
 - Effects



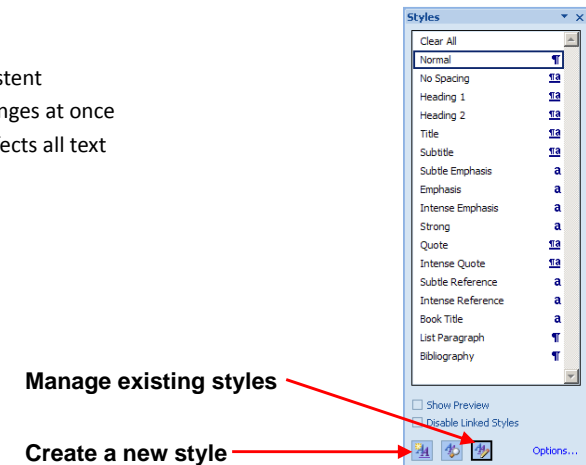
Paragraph

- **Appearance of Paragraph**
 - Alignment
 - Spacing
 - Indent



Styles

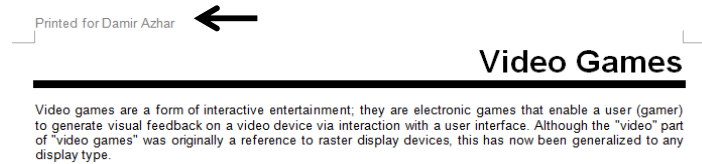
- **A named set of formatting changes**
- **Why use styles?**
 - Appearance is consistent
 - Can apply many changes at once
 - Modifying a style affects all text that uses that style



Headers, Footers and Footnotes

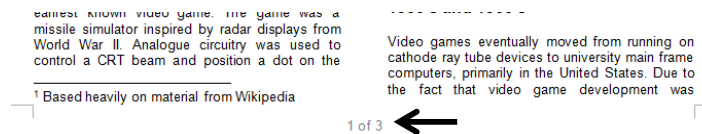
- **Header**

- Content found in the top margin of *each* page in a document



- **Footers**

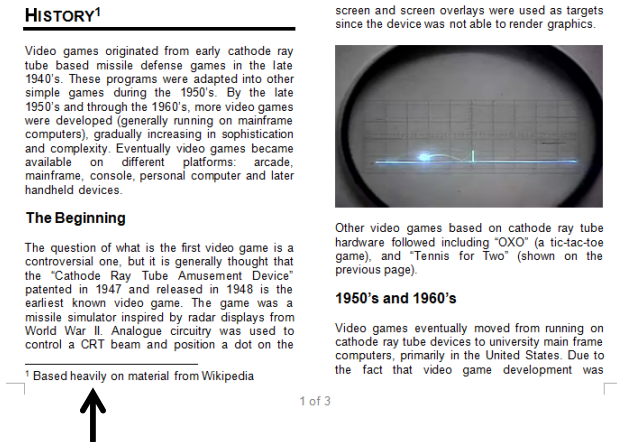
- Content found in the bottom margin of *each* page in a document



Headers, Footers and Footnotes

- **Footnote**

- Small note located at the bottom of *a* page.
- Provides more information about something in the main text.



Plagiarism

- **Plagiarism involves taking another person's ideas, words or inventions and presenting them as your own.**

- Includes paraphrasing or rewording another person's work, without acknowledging its source.

- **All material, whether directly quoted, summarised or paraphrased, must be acknowledged properly.**

<http://www.cite.auckland.ac.nz/index.php?p=plagiarism>

References and Citation

- **Citation**

- Tells readers where the information came from.
- Within the text.

fledgling industry. There were several reasons for the crash, with most of the blame being attributed to the saturation of the market with hundreds of generally low quality titles (Kent, 2001).

- **Reference**

- Provides details about the source.
- Should enable reader retrieval of source.
- Found at the end of a document.

REFERENCES

Kent, S. L. (2001). *The ultimate history of video games: From pong to pokémon and beyond : The story behind the craze that touched our lives and changed the world* (1st ed.). Roseville, Calif.: Prima Pub.

RefWorks

- **Web-based bibliographic database**
 - Maintain personal database of references.
 - Copy references from the UOA library catalogue (as well as other library databases) into reference database.
 - Insert references into documents in a variety of citation styles.

- **Advantages**
 - Platform independent. RefWorks account accessible from any platform with compatible web browser and Internet access.
 - UOA students can create a RefWorks account for free.
 - Guides and tutorials available
<http://www.library.auckland.ac.nz/refworks/guides-tutorials.htm>

Write-N-Cite

- **Utility program that lets users interface between their RefWorks reference database and their MS Word documents.**
 - Available for free for MS Word on Windows and Mac operating systems from RefWorks website.