

COMPSCI 111/111G

Word processing

1. What does ASCII stand for and how does it work?
2. What is the ASCII representation of the word 'Phone'?
3. Convert the following set of ASCII codes to text: 115 117 109 109 101 114
4. What is the main difference between a text editor and a word processor? Give an example of each.
5. What settings does the Paragraph window in Microsoft Word allow you to change?
6. When would you use a page break and when would you use a section break?
7. Give two advantages of styles.
8. Give two of Refworks' main features.