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**

summer

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.