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.