

NotesChrista10am.doc

Question 23:

Fourth tip for saving: for PC users the rule of 4 is not a big deal...the rule of 4 is to know what format are you saving your file in? Is it a PDF, text, HTML, RTF, Wordperfect (etc) file.

Mac users don't always follow the rule of 4, PC users cannot open it. Rename the file by adding .doc or .xls

If friend does not have Microsoft Word, look at bottom of "save as" window and pull down the "save as type" list and choose which kind of file do you want to save the file so that your friend can now view your file.

RTF: rich text format (Keeps as much of your original file as possible)

Text format: very generic (but loses formatting, ie. Words in bold)

Question 26:

If you press the space bar or the tab bar more than once, you don't know what you are doing.

Do we need to double space at the end of a sentence? That was for typewriters, no need with computers b/c of justified text. (MAL and Chicago says 1 space after a period)

Question 31:

2 popular graphic types. -.jpeg -.pdf -.gif -.bmp

Question 18:

2004

Question 24:

Point size of what equals an inch? 72 points equals an inch.

Question 33:

Computer wiring 8 vertical lines. (8 bits) Each letter you write is turned into 1, 0. The computer translates that letter into a binary code which consists of on and off buttons.

C= code 67

<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
128	64	32	16	8	4	2	1