



Appropriate use of software

Which software will be most appropriate to use to

write a letter = Word

- Which software will be most appropriate to develop a

presentation = Presentation software

- Which software will be most appropriate to attach

documents to lots of people at one time = Email

- Which software is most appropriate to change and

create images = image manipulation software

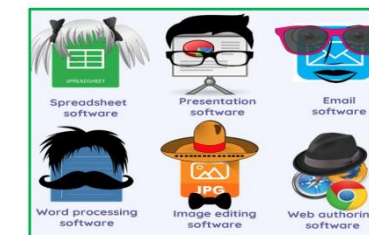
Tools

Tool icon	Tool name	Brief description
B	BOLD	Changes the text to be bold, i.e. thicker and more noticeable
Calibri (Body) ▾	FONT	Allows you to change the style/appearance of the text
	ALIGNMENT	Moves the text so that it is to the left, right middle of the page, or fully justified (spread across the page).
A	TEXT COLOUR	Allows you to change the colour of the text
	BULLETED LIST	Allows you to create a bullet-pointed list

Content/Blog features

Reliability of content:

- It is important to understand that not all content online is truthful.
- Anybody can set up a website and add content to it.
- It is important to look at different techniques to determine the credibility of the source as to how real or fake images and text are.



Creating a blog key features:

- Use research you have completed well.
- Reference your sources properly
- Credit the authors of any photos
- Use suitable formatting tools to make your blog interesting

Licensing/Referencing Techniques

Licensing issues:

- It is important to understand for example Microsoft you have to pay a license fee to be able to use its software
- If you want to share a document or photograph with others freely, you can use creative Common licenses which allow you to share content but retain control over who uses it, where and if they can edit it.

Referencing techniques:

- It is important to understand if you are using content from another person you need to reference it, either at the bottom of the page in a footnote or in a referencing page at the end of your work where you will link the information you have found where you've used it to show you are crediting it to somebody else and not your own work you are pretending is yours.

Important Vocabulary

[Content](#)

[Blog](#)

[Features](#)

[Licensing](#)

[Referencing](#)

[Tools](#)

[Software](#)