Basic Skills

QE2 House Style - Our standard way of presenting word-processed work.

We are always looking for:
- Paper size A4
- 1.5 cm Margins
- Title, Name, Tutor Group and Date in the **Footer** (separated using tabs)
- Consistent use of **Styles** (see table below)
- Dictionary set to UK English

Style	Formatting
Title	Arial - **Bold** - 24pt - 6pt paragraph spacing after. Align Left.
Heading 1	Arial - **Bold** - 18pt - 6pt paragraph spacing before and after. Align Left.
Body	Arial - 12pt - 6pt paragraph spacing after. Align Left.

Download Microsoft Office 365 at Home
Go to **login.microsoftonline.com**
Username: 11FirstnameSurname@cloud.sch.im
The password is your school network password.

Skill Check
Can you do the following skills in Word and Google Docs?

Skill	Word	Google Docs
Page Layout Skills		
Setting Paper Size		
Setting Margins		
Drawing Skills		
Drawing basic shapes and lines		
Adding images		
Rotating Objects		
Setting the dimensions (size) of objects		
Changing the colour of shapes		
Adding strokes to objects		
Changing the colour of strokes (borders/lines)		
Grouping objects		
Duplicating objects		
Adding text to a shape		
Making shapes appear 3D		
Word-Processing Skills		
Setting the Dictionary Language		
Using a Footer		
Using Tabs and Tab Markers		
Using Styles		
Changing the Style settings		
Paragraph Alignment (left, center, right, justified)		

Key Word	Definition
Alignment	The way multiple lines of text line up along the left, right, or both margins
Aspect Ratio	The relationship of an object's height to its width.
Contextual Menu	A menu that appears when you right click an item. The menu changes depending on where you click or what you are doing (the context).
Editting	The process of changing the content of the information that you are communicating.
Fill Colour	The colour of the inside of an object.
Footer	Text that is printed at the bottom of each page. The footer is separate from the main body of the page.
Formatting	The process of changing the appearance of the text, layout, and design of the information you are communicating.
Header	Text that is printed at the top of each page. The header is separate from the main body of the page.
House Style	A company's standard preferences for the formatting of information they wish to communicate.
Line Colour	The colour of the outside of an object or line.
Margin	The distance between the edge of the page and where your content appears.
Standard	An agreed way of doing something. Normally indicates a level of quality.
Stroke	A line of colour that follows a path (straight, curved or around the outside of an object).
Style	A collection of pre-set formatting instructions for text.
Tab	An invisible character that is used to space out and align text.
Tab Marker	A marker added to the ruler in word that shows where text will line up with when using tabs.
Word-Wrap	A feature that automatically moves text out of the way of objects that have 'word-wrap' applied.