

I. Professional Document Creation (Word Processing)

• Text & Paragraph Formatting:

- **Fonts:** Use **Serif** (Times New Roman) for formal documents and **Sans Serif** (Arial) for digital readability 1 2 .
- **Sizing:** Headings should be **14–16 pt**; body text should be **11–12 pt** 3 .
- **Alignment & Spacing:** Use **Justify** for print and **Left Align** for web 4 . Standard academic spacing is **1.5 or double** 4 .
- **Indents:** Use **first-line indents** for essays and **hanging indents** for references 4 .

• Structural Elements:

- **Tables:** Used to organize structured data like comparison charts or experimental readings 5 .
- **Images:** Can be placed "**Inline with text**" or using "**Wrap text**" to control layout 6 .
- **Headers/Footers:** Maintain consistency by adding page numbers, titles, or author names to every page 7 8 .

• Professional Communication:

- **Resumes:** Must be formal and include a header, career objective, education in **reverse chronological order**, technical skills, and projects 8
- **Formal Letters:** Require a specific structure: addresses, **subject line**, salutation, body (intro/content/conclusion), and professional closing ✓ 12 .

II. Effective Presentation Design (PowerPoint)

- **Layout vs. Design:**

- **Slide Layout:** The arrangement of placeholders (Title, Content, Comparison) 13 14 .
- **Slide Design:** The visual theme (themes, colors, backgrounds) 15 .
- **Slide Master:** An advanced tool for applying a consistent design or logo across all slides 16 .

- **Text & Image Integration:**

- **Legibility:** Use **Sans-serif fonts** (Arial, Calibri) for screens 2 .
- **Sizing:** Titles should be **32–44 pt**; body text must be at least **18–24 pt** for visibility 17 .
- **Best Practices:** Use short **bullet points** rather than paragraphs and ensure images do not overlap text 18 19 .

- **Movement Effects:**

- **Animations:** Visual/sound effects applied to **individual objects** (text, images) to control their entry or emphasis 19 .
- **Transitions:** Visual effects that occur **between slides** to ensure a smooth flow (e.g., Fade, Push, Vortex) 20 21 .

III. Career-Related Presentations

- **Structure:** Should include an Introduction, categorized Skills/Achievements, Project/Work Experience with **measurable outcomes**, and Future Goals 22 23 .

Flashcards: Professional Document Creation

Q: What is the difference between Serif and Sans Serif fonts, and when is each used?

A: Serif fonts (e.g., Times New Roman) are ideal for **formal and technical printed documents**.

Sans Serif fonts (e.g., Arial) are preferred for **digital readability** and screens 1

Q: What are the standard font sizes for headings and body text in a document?

A: Headings should be **14–16 pt**, and **body text** should be **11–12 pt** 2 .

Q: When should you use "Justify" alignment versus "Left" alignment?

A: Justify is used for **printed documents** to create clean edges; **Left Align** is preferred for **web-based content** 4 .

Q: Distinguish between First-line and Hanging indents.

A: First-line indents are used for the start of paragraphs in essays; **Hanging indents** are specifically used for **formatting references** 4 .

Q: In what order should educational background be listed on a resume?

A: Education must be listed in **reverse chronological order**, meaning the most recent degree or year of study comes first 5 .