**LESSON 7 Socialising activity 20.**

I think it is worth connecting the resistors in parallel. With parallel connection of radio components, the total resistance of the circuit is reduced. If two 1 kΩ resistors are connected in parallel, the total will be less than 0.5 kΩ, i.e. circuit resistance (equivalent) is half the lowest.

**LESSON 8 Writing activity 18.**

Microsoft Word and Publisher can help you add images and text to a document; they share common tools that make that possible. However, if you need a desktop publishing program, choose Publisher. Word excels at helping people create other types of documents. Think of Word as a powerful text editor that handles general writing tasks and Publisher as a more specialized tool you may not use as frequently unless you are a designer.

Explore the Shared Features

Like other Office products, Publisher and Word share a similar user interface that contains a ribbon with buttons and controls. Both programs enable you to type text, format it and import images. You can resize or crop a picture, check grammar or change text properties in either application. They also give you the ability to store documents online in a personal SkyDrive account. Free Publisher and Word templates can help you reduce the time it takes to create a new document.

Special Effects, Bells and Whistles

Whether you use Publisher or Word, you can make text, shapes and images more appealing by applying effects to them. For instance, you might like to add reflections and shadows to an image to give it a 3-D appearance. In addition to typing regular text into Publisher or Word documents, you can insert more artistic WordArt in them using a WordArt text box.

Publisher Advantages

Publisher works more like an image editing program than Word does. Use Publisher, and you can select shapes and graphics and drag them to precise locations within your document. You can't do that in Word, but you can resize shapes, tables and images using your mouse. Because Publisher works like a desktop publishing program, you'll find it useful for making catalogs, greeting cards, newsletters, flyers and other documents that require intricate layouts and graphics.

Word Advantages

Word can create newsletters and similar documents too, but not as well as Publisher. However, you wouldn't want to try to write a book or even a report using Publisher. It's possible to do that, but Word's more suited to writing legal documents, letters, articles and reports. Use Word, and you can create interactive forms that have buttons, text boxes and drop-down menus. Word has the ability to help you create automatic bibliographies, generate outlines, produce a table of contents and track changes that others make to your documents.

Additional Noteworthy Features

If your document needs footnotes, end notes, annotations or page numbers, use Word to create the document. Publisher's ability to work with PANTONE images makes it ideal for printing documents that use this standardized color matching system.