|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Layout | Spacing | Columns | Rows | Pros | Cons | Mandy’s opinion |
| Table of contents | Option available on references tab | Option in initial dialogue box | Depends on number of headings in document | Great for reader to identify chapters, and access | Once well practised, easy to use | Very good, professional |
| Table of figures | ditto | ditto | Images in document | ditto | easy | useful |
| Bibliography | Gives the reader information of where the writer has researched the topic | ditto | ditto | Good for proof of compliance to plagiarism | Can store a unnecessary amount of data | Not sure |
| Index | Reader information | ditto | ditto | Useful if not using TOC | TOC more practicable | useful |
| Headings | Need to be placed symmetrical to text | n/a | n/a | Gives useful information to reader | none | Helps |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**2.3**

**Word Paragraphs**

**Word Fonts/Animations**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Use | training | Pros | cons | Fit for Purpose | Mandy’ opinion |
| Paint | Forming simple animations, re-sizing images | Practice, some YouTube tutorials | Great for the simple stuff, 3D version more advanced | For more advanced work use Inkscape | yes | clever |
| Inkscape | Good tool, free to use, | YouTube tutorial required; professional help needed for high level work | Professional looking animations, plenty of scope | Can take a long time to learn intricate stuff | Yes, great tool | Useful, better graphics |
| Visual studio | Writing code for web pages, including script[]html], design [CSS] | This course, YouTube, practise | Free to use, great for basic web pages, can progress to more extensive work | Needs extensive training and time | Yes, great tool for web pages and publishing to the internet. | Helps make good web pages |
| Firefox | Alternative service provider | Ongoing, tutorials | Slightly different screen view to Edge | none | yes | n/a |
| HTML tutorial | Good information, to help build web pages | Research only | Lots of tips | none | yes | n/a |
| GitHub | Stores files in cloud-based library | Lot of training if you want to master | Allows other access to your work for feedback | none | yes | n/a |
| Buttons | Provide a link on a web page | Depending on the extent of detail required | Gives a web page a professional jolt | none | yes | useful |
| Images | Helps enhance the document message | Tutorial on how to load, resize, file type | Enhances your message to the reader by visual information to accompany text | none | yes | Makes document easier to take in |

**Other Software Applications**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fonts | Colours | Sizes | Styles | Pros | Cons | Mandy’s opinion |
| Words | Red to highlight a warning, blue /green safe text message | Bigger to engross the reader to important points in the text | Ditto, enhances the document | Helps distinguish important points of a message | none | Helps understand important parts |
| Sentences | ditto | ditto | ditto | More extensive point indicator | Too much can spoil the ambience of the document | ditto |
| Single words | ditto | Keep the same size | Same style | ditto | Can be overlooked | n/a |
| Superscript | Helps stand out | default | default | ditto | none | useful |
| strikethrough | default | n/a | n/a | Very useful | none | Good for stating excluded text |
| Bold | Enhances message | Bigger than line text | useful | Good to make a point | none | n/a |
| Italic | ditto | preference | default | enhances | none | nice |
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