

# BIL103E Working With Documents Topic Headings

## Note:

If you don't understand what something in these notes means, it is your job to find out.

- Content vs. style.
  - Content/style separation.
- Media.
  - Print vs. web.
  - Different requirements.
- Word processors.
  - WYSIWYG.
  - Common word processors.
  - Benefits and advantages.
  - Common formats.
  - Editing vs. printing formats.
- Content types:
  - White-space.
  - Block vs. inline.
  - Paragraph, character, page, list styles.
  - Special elements:
    - Non-printing characters.
    - Formatting marks.
    - Special characters.
- Styling:
  - Stylable elements:
    - Characters.
      - Font family, font style, font colour, font size.
      - Serif vs. sans-serif, examples and uses.
    - Paragraphs.
      - Alignment, line-spacing.
    - Lists.
      - Bullet/numbering types.
    - Tables.
      - Borders.
    - Page styles.
      - Page size, margins.
  - Working with styles.
    - Applying styles.
- Document structure.
  - Headings.
  - Table of contents.
- Meta-data.