

Chromebook notes for students

Lecturer: Mark Gillan

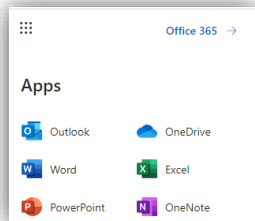


Figure 1: Web version of apps

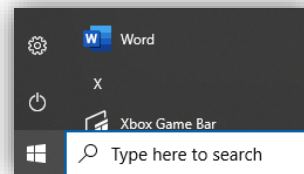


Figure 2: Desktop version of Word

It is important for pre assessment and assessments to show knowledge and ability. Therefore, if a tool is listed in the notes provided by your lecturer Mark Gillan, the student is expected to provide an additional document detailing the difference and explaining in their own words as to how the tool would be used in the desktop version of the application software.

For example, the use of borders around text, paragraph or page is not available with the online version of Microsoft Word. So, the student should explain the selection of text, clicking of the Home ribbon button on the desktop version > Paragraph > Borders and Shading > setting of style, colour, size of border > OK button

Check the list and use the help facility because the tool might have been made available, it just might be possible to use the tool you require. It is worth investigating further to see what can be done and what can't, but also to ensure knowledge of the desktop version of the application software is gathered.

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