

## Word Processing - Unit 4

### Ethics & Technology

- Ethics
  - Rules that we use to define behavior as “right” or “wrong.”
    - What effects will this act have on others?
    - What would be the result if everyone did this?
- Intellectual Property
  - Ideas and concepts created or owned by a person or company
- Copyright
  - ©
  - Legal protection for intellectual property
  - First copyright laws were in England in 1709
- Trademark
  - ® or ™
  - Name, symbol or other feature that identifies a product with a specific owner

### Can I Copy?

- Permission
  - Owner allows you to use their work
- Terms of Use
  - Explains a web site’s rules regarding permission

### Works That Are Legal to Copy

- Fair Use
  - You may use or copy a copyrighted work without asking permission (P.128)
- Public Domain
  - Material that people can use freely without permission
- Always give credit even if it is free to copy

### Using/Abusing Technology

- Piracy
  - Act of copying or sharing copyrighted material without permission
- File Sharing
  - downloading copyrighted music/videos and sharing them for free
- Both are illegal and unethical

### Using/Abusing Technology

- Freeware
  - Downloaded and copied free
- Shareware
  - Downloaded and copied for small fee

## Citing Your Sources

- Citation
  - Gives complete details of the source of your information
  - Helps readers/viewers know where to look for more information
- Plagiarism
  - Taking credit for someone else's work
- MLA Style
  - Modern Language Association
  - Often used in education
    - Margins are 1" (inch)
    - Everything is Double Spaced
    - Font Is easy to read (common)
      - Everything is size 12
    - Everything is LEFT aligned
      - Except the Title which is CENTERED
    - Paragraphs are indented
      - No extra space between them

## Vocabulary

- **Word processing:** Software that is used to create and edit text documents
- **Edit:** Change or rewrite your document
- **Proofread:** Check to make sure the document makes sense and there are no errors in spelling, grammar or punctuation
- **Cut:** Select text and remove it
- **Copy:** Duplicate text
- **Paste:** Place text in new location
- **Format:** The way text looks and the way it is arranged on a page
- **Font:** Shape of the letters, numbers and other characters
- **Orientation:** The direction of the page or the paper you will print on [Portrait, Landscape]
- **Alignment:** describes whether the text is lined up on the left, right, center, or across the page
- **Margin:** the space between the 4 sides of a paper and the text on the paper
- **Default:** The setting that is automatically chosen by the computer
- **Tab:** a set distance for moving the insertion point (default: 0.5 in.)
- **Indent:** Determines the distance of a paragraph from either the left or right margin
- **Header:** Shows information at the top of each page
- **Footer:** Shows information at the bottom of each page
- **Title page:** A separate page at the beginning of a report or research paper
- **Desktop publishing:** Software to use text, graphics, photographs and other features to create newsletters, brochures, web pages and similar documents
- **WordArt:** Colorful, eye-catching text in picture or graphic form
- **Table:** A grid of rows and columns that organizes complex information to make it easier to understand
- **Column:** Information that is arranged vertically in a table
- **Row:** Information that is arranged horizontally in a table
- **Cell:** Where a column and a row cross