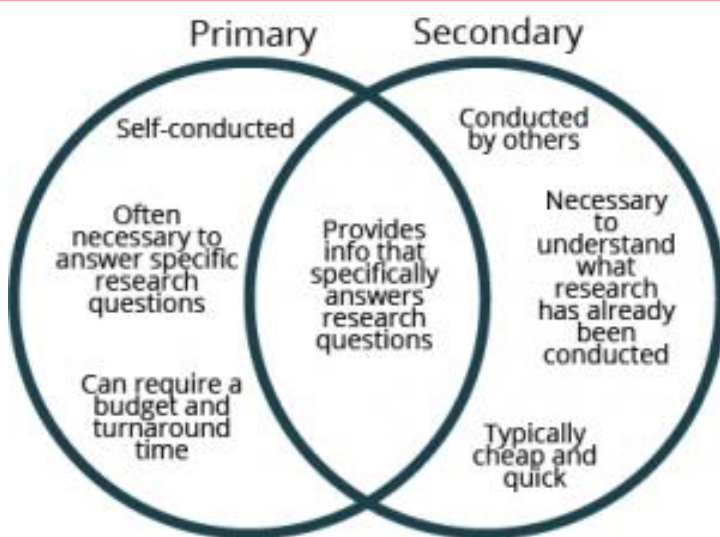




Key word	Definition
Software	is a collection of instructions that tell a computer how to work.
Formatting	the way in which text, pictures, etc. are organized, especially on a computer.
Sources	anything that might inform a person about something.
Copyright	protects your work and stops others from using it without your permission.
Reliability	the quality of being trustworthy.
Bias	is a prejudice in favor of or against one thing.
Plagiarism	presenting someone else's work or ideas as your own, with or without their consent.

Primary vs Secondary sources



Copyright



To use something protected by copyright you must either:

- agree a licence with the owner to use it
- buy or acquire the copyright
- confirm that your intended use falls within the [exceptions to copyright](#)

Creative commons



Every Creative Commons license allows the creator to retain copyright whilst allowing others to copy and distribute and make use of their work

Formatting

Techniques

Text size increase/decrease

Text style/size

Bold/Italic/Underline

Changing case

Bullet points/numbered lists

Indentation

Text colour and highlighting

Alignment/Justify

Line spacing

Fill