**Word, Chapter 5**

#### **Quick Concepts Check**

# **Section 1 Desktop Publishing**

1. Describe some of the techniques that can be used to enhance readability and attractiveness of a newsletter. (p. 320)

Some of the techniques that can be used to enhance readability and attractiveness of a newsletter include: borders, shading, typography, styles, and images such as clip art, WordArt, SmartArt, Shapes, tables, charts, and screenshots.

1. What is the purpose of creating a masthead and a reverse? (p. 323)

A masthead and a reverse create a contrast between the light-colored text on a dark-colored background for a major heading, thereby providing a distinctive look to the publication and often has the characteristics of a banner.

1. What is the difference between a continuous section break and a column break? (p. 323)

A section break is required whenever we want to change the page or column specifications. A column break is a section break that is inserted at the end of the last column to balance the text within the columns.

**Section 2 Decorative Text and Drawing Tools**

1. Describe the purpose of using some of the graphical objects found on the Insert tab. (p. 334)

The purpose of using graphical objects is to grab the readers’ attention, to give the document a professional look, and to tell a story using pictures.

1. What is the purpose of creating a pull quote? (p. 337)

A pull quote is used to emphasize a key point or showcase a statement or short paragraph by using larger font size and visual effects to grab the readers’ attention.

1. How can you enhance the appearance of a graphical object? (p. 340)

We can enhance a graphical object by adding visual effects such as color, borders, and shading, or by flipping or rotating the object.

**Section 3 Object Linking and Embedding**

1. What is the difference between embedding and linking an object? (p. 352)

When we embed an object into a Word document, we pull the information from the original source but does not change or maintain a link to the source file. When we link an object, the copied object maintains a connection with the original file. If we change the data in the original source file, we can quickly update the data in the destination file.

1. What are some of the objects that can be pasted and then linked back to the source file? (p. 352)

Some of the objects that can be pasted and linked back to the original source file includes Excel spreadsheet and charts.

1. Why do you want to link an object? (p. 352)

When we link an object, we can make changes in one file and then quickly update the changes in the other linked file.