# Quick Concepts Check Answer Key

# Exploring Microsoft Office Common Features, Chapter 1

1. **Explain the benefits of logging in with your Microsoft account.**

When you log in with your Microsoft account, you will be able to access the saved settings that are associated with your Microsoft account. Additionally, signing in with your Microsoft account allows access to OneDrive, allowing you to save, retrieve, and edit files from the Internet.

1. **Describe when you would use Save and when you would use Save As when saving a document.**

Save As is used when saving a new document or when changing the name of an existing file or where an existing file is stored. Save is used when saving changes to an existing file, without making changes to file name or storage location.

1. **Explain how the ribbon is organized.**

The ribbon is the command center of any Microsoft Office application. The ribbon is organized by tabs, which sort skills into groups by task.

1. **Describe the Office application features that are available to assist you in getting help with a task.**When a task is typed into the Tell Me box, a menu of possible commands will appear from which you can select either further assistance on the task, or the task will be completed automatically. The Smart Lookup feature provides information on general and Office related tasks through a Bing search. Enhanced ScreenTips are available by simply hovering the mouse pointer over a command on the ribbon, prompting a text box of information about the command to appear. Lastly, the Help tab on any Office application provides links to training documents and videos.
2. **Discuss the differences between themes and templates.**You can enhance your file by using a template or applying a theme. A template is a predesigned file that incorporates formatting elements, such as a theme and layouts, and may include content that can be modified. A theme is a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to a document, workbook, or presentation. Microsoft provides high quality templates and themes, designed by professional designers to make it faster and easier to create high-quality documents. Even if you use a theme to apply colors, fonts and special effects, they can later be changed individually or to a completely different theme.
3. **Discuss several ways text can be modified.**

Text can be modified by using the font commands accessed on the ribbon, using a short-cut menu, or through the Mini Toolbar. Font styles, sizes, colors, and effects such as bold, italics, and underline are available. Other formatting options not found on the ribbon (or through shortcut menus or the Mini Toolbar) can be accessed by using the Font Dialog Box Launcher to display the Font Dialog Box.

1. **Explain how the Clipboard is used when relocating text.** When you cut or copy selections, they are placed in the Office Clipboard. Instead of cutting or copying and pasting items individually, you can cut or copy all the items to the Clipboard, then paste each or all Clipboard items to the new location.
2. **Explain how to review a document for spelling and grammar** Word and PowerPoint automatically check your spelling and grammar as you type. If a word is unrecognized, it is flagged as misspelled or grammatically incorrect. Misspellings are identified with a red wavy underline, and grammatical or word usage errors (such as using bear instead of bare) have a blue double underline. To review for spelling and grammar errors throughout a document, use the Spelling & Grammar command. When it is selected, the Editor pane will open on the right. For each error, you are offered one or more suggestions as a correction. You can select a suggestion and click Change, or if it is an error that is made more than one time throughout the document, you can select Change All
3. **Explain why it is important to use the corner sizing handles of a picture when resizing**.

To adjust the size while maintaining the proportions, use the corner sizing handles. If one of the center edge sizing handles is used, the picture will stretch or shrink out of proportion.

1. **Discuss why you would need to change the view of a document.**As you prepare a file, you may find that you want to change the way you view it. A section of your document may be easier to view when you can see it magnified, for example. Alternatively, some applications have different views to make working on your project easier.
2. **Discuss the various ways you can change a page layout.**

Most commonly the layout of a page or worksheet can be modified by changing margins and page orientation. In Excel, you can also center the worksheet vertically or horizontally on a page. In Word, contents can also be aligned in columns. Other less common page setup options can be found in the Page Setup dialog box.

1. **Explain what functions and features are included in Backstage view.**The Backstage view is a component of Office 2019 that provides a concise collection of commands related to an open file. You access the Backstage view by clicking the File tab. Using the Backstage view, you can find out information such as protection, permissions, versions, and properties. A file’s properties include the author, file size, permissions, and date modified. You can create a new document or open, save, print, share, export, or close.
2. **Discuss some document properties and explain why they are helpful.**

Document properties are data elements about a file that include the author, file size, permissions, and when the file was modified. Additionally, tags can be added to help with future searches and indexing.