# **Key Term Matching Answer Key**

# **Exploring Microsoft Office Word, Chapter 7**

1. Enables you to view and select control fields to allow for modifications to the control field layout or options.

**D. Design Mode**

2.  Provides a location for entry of various types of variable data.

**B. Content control**

3. Consists of a box that can be checked or unchecked.

**A. Check Box content control**

4. Enables the user to choose from one of several existing entries, shown in a list format.

**G. Drop-Down List content control**

5. Displays a calendar that a user can click rather than typing in a date.

**C. Date Picker content control**

6. A document designed to collect data.

**H. Form**

7. Provides a set of controls that is accessible by both current and earlier Word versions.

**J. Legacy Tools**

8. Records a set of instructions that executes a specific task.

**K. Macro**

1. The identification of styles that should be made available while restricting access to all others.

**I. Formatting restrictions**

10. Represents a macro in programming code.

**P. Visual Basic for Applications (VBA)**

1. Comprises an individual or group that is allowed to edit all or specific parts of a restricted document.

**O. User exception**

1. Enables the entry of text or numbers but allows only limited formatting.

**L. Plain Text content control**

13. Verifies the identity of the sender and maintains the integrity of an electronic document through encryption and security safeguards.

**E. Digital certificate**

14. Electronic stamp that guarantees the authenticity of a file, providing a verifiable identifier that is linked to the organization’s digital certificate.

**F. Digital signature**

15.Enables individuals and companies to distribute and collect signatures, then process forms or documents electronically.

**N. Signature line**

16. Control that is often used to insert formatted text, images, and tables.

**M. Rich Text content control**