# Quick Concepts Check Answer Key

# Exploring Microsoft Office Word, Chapter 5

1. **Describe the difference between a continuous section break and a column break.**

A continuous section break is automatically inserted when columnar layout changes, or you can manually insert a continuous section break from the Breaks command on the Layout tab. You would insert a continuous section break when formatting of any kind should vary between sections. A column break is placed when you want to force a column to end—perhaps so that a heading is not awkwardly placed alone at the end of a column.

1. **Provide rationale for using a reverse effect when designing a masthead instead of a simple text heading as related to the overall appeal and effectiveness of the masthead.**

A reverse effect is a formatting method in which lighter text is placed against a dark background. A reverse is often used to add style, interest, and readability to a newsletter title, whereas simple text might not draw the same amount of attention to a title.

1. **Explain how envisioning a grid structure as you design a newsletter could be beneficial.**

A grid arrangement provides a strong visual foundation upon which you can plan elements related to the document, such as columns of text and graphic objects. Envisioning a grid, you can plan for the appropriate placement of elements and can get a feel for how they will relate to one another in the overall document design.

1. **Describe the purpose of a pull quote and why it might be useful in a document.**A pull quote is a phrase or sentence taken from a document and displayed in larger type, often including borders, to emphasize a key point. A pull quote enables you to draw attention to an important topic that you want your readers to understand or appreciate.
2. **Describe similarities and differences between grouping and layering.**Grouping combines separate objects into a single unit that can be managed as such. Layering combines objects into a hierarchy, with the most recently added object added on a higher layer than those included earlier. Although both grouping and layering share the purpose of working with multiple objects, they differ in that grouping is concerned with the combination of objects into a single unit whereas layering is related to the way in which objects are positioned in front of or behind other objects.
3. **Provide an example of when you might choose to insert a SmartArt diagram in a document instead of creating the illustration using shapes or other graphic elements.**

When a diagram representing a process, list, or relationship is needed in a document, you would consider working with SmartArt, which is typically a combination of shapes, lines, and color that effectively describes what you intend. Although you could also design such a diagram by manually inserting and manipulating shapes from Word’s Shapes gallery, the process would be time-consuming and laborious. Word’s gallery of SmartArt diagrams is sufficient for most tasks that require a visual representation of information and is much more quickly done than a manual design incorporating shapes from a gallery.

1. **Contrast the processes of embedding and linking, describing when one method might be preferable over another.**

A Word document can be designed to include data from other applications, such as PowerPoint or Excel. In that case, you determine whether you want the source data to be linked to the document (so that changes made to the original data are also reflected in the Word document) or embedded in the document (where changes made to the original data do not affect the Word document). The choice depends upon the application of information; for example, time-sensitive data related to such items as stock prices or employee hours might require a linked arrangement so that the document remains current at all times. On the other hand, historical data might be better suited as an embedded object.

1. **Explain why linked content in a Word document might not show updates that are made to the source file. Describe steps that must be followed to ensure that linked content is updated.**

The fact that data from an external source, such as PowerPoint or Excel, is linked in a document does not mean that the document is automatically updated when the source data changes. To ensure that linked content in a document remains current, you would right-click the object in the document and select Update Link.