# **Quick Concepts Check Answer Key Exploring Microsoft Word 2019, Chapter 6**

1. **Explain the advantages of using a predefined template.**When you use a predefined template, certain formatting, text, and/or graphics are partially completed in the document. Using a predefined template will decrease the time it takes you to create a new document and will also provide you with a professional-looking document.
2. **Describe the benefits of using a building block.**The benefits of using a building block are that:

* You can define and reuse the same block of content, object, or information again; and
* You can save time by not having to retype the same information.

1. **Explain why you would use the Building Blocks Organizer.**The Building Blocks Organizer contains a comprehensive list of all the building blocks that are predefined in the templates stored in the computer’s template location. Here, you can edit entry properties, delete an entry, or insert the block into the document. The building blocks are divided into galleries for quick and easy reference.
2. **Contrast the process of comparing and combining as related to Word documents.**Comparing two documents is when you evaluate the contents of the two documents side by side and view markup balloons that show the differences between the two documents. When you combine two documents, you are integrating all the changes from the two documents into one single document.
3. **Explain why you would create a master document and several subdocuments.**You create a master document when you want to incorporate several subdocuments into one big document. A master document that includes subdocuments enables your computer to more quickly process scrolling and changes such as formatting, and it helps you to organize and edit team projects. Subdocuments allow multiple team members to edit at the same time.
4. **Explain the purpose of creating a bookmark in a document.**The purpose of creating a bookmark in a document is to allow the user to go to a specific location quickly.
5. **Describe the advantages of using document themes.**Document themes allow you to select predefined coordinating features and styles very quickly without having to create the design yourself. In addition, document themes let you focus on the content of the document instead of the design of the document.
6. **Describe the purpose for creating your own custom themes.**You want to create your own custom themes when you have specific preferences for certain fonts, colors, and/or theme effects.
7. **Explain why you want to customize theme colors or theme fonts.**You want to customize theme colors or theme fonts when you want to quickly change the look of the text and background of the document.