# Quick Concepts Check Answer Key

# Exploring Microsoft Office Word, Chapter 7

1. **Describe the different considerations required in developing a form that will be printed out versus a form that will be accessed digitally.**

A form designed to be printed would include formatting, labels, and blank spaces for writing data. A form designed in electronic format would also include formatting and labels, but instead of blank spaces the form would have content controls. A content control enables a user to enter data electronically instead of writing data in a blank space. Some content controls enable a user to select from a drop-down list or to select a date from a calendar.

1. **Explain the purpose of using a bookmark when creating a field that is to be used in a calculation.**

A bookmark name applies a unique moniker to a field in a form so that the field can be referred to by a calculation or other operation.

1. **Describe areas of a form that are typically protected and provide rationale for such protection.**

Most often, a form is designed for user input in labeled areas. While labels and other formatting should be unavailable, or protected, to maintain the integrity of the form, areas of user input should be made available. Other types of protection include restricting changes made to formatting or requiring that a content control not be deleted. In all cases, a form is designed for electronic data entry or completion in written form, so various levels of protection are available to ensure that a form remains usable.

1. **Explain the purpose of developing macros.**

A macro automates a series of keystrokes or commands and is especially useful when such tasks are likely to be repeated. When a macro is reused in such a way, it is likely to save a great deal of time that would otherwise be spent repeating the same steps.

1. **Explain why it is a good idea to save a document before running a macro.**

Because a macro is usually designed to in some way modify a document, it is possible that unexpected results can occur during development and testing of the macro. So that those changes do not modify the document in a way that requires time in reconstructing, it is recommended that you save a document before beginning macro development.

1. **Explain why enhanced security is necessary for documents that contain macros.**

A macro is actually program code in which keystrokes and activities are recorded and saved. A virus, or other destructive series of statements, is also a coded program that could be disguised as a macro. When innocently run, the code could wreak havoc. Word provides a level of security that disables documents containing macros but provides the option for a user to enable the macro if it is a trusted item or if the risk is determined to be low.

1. **Explain how you can restrict editing to a group of users and how they can be identified as belonging to the group.**

For various purposes, you may want to restrict editing of certain parts of a document to only a select group of people. First, open the Restrict Editing pane, click the Editing restrictions check box, and indicate the editing type to allow. Then select document text that you want to make available to the select group. Choose to make the selection available to Everyone or click More users and type user names, domains, or email addresses.

1. **Compare encrypting with a password and applying a password without encryption.**

When you require a user to type a password to open a document, you can design the password with or without encryption. An unencrypted password is similar to locking important papers in a safe. If a user has the key—in this case, the password—the document is available. Encrypting a password is similar to shredding the papers before placing them in the safe. Not only is a password necessary, but the document must be reassembled behind the scenes before it is available. The more complete level of protection, then, is password encryption.

1. **Provide rationale for using a digital signature, describing its use in verifying a sender’s identify.**

A digital signature guarantees the authenticity of a file, providing a verifiable identifier that is linked to the organization’s digital certificate. It confirms that the document is valid and has not been changed after it was signed.