# Quick Concepts Check Answer Key

# Exploring Microsoft Office Word, Chapter 1

1. **Explain how the way you are likely to define a paragraph and the way Word defines a paragraph can differ.**

You are likely to define a paragraph as a related set of sentences, with one paragraph changing to another when a thought or topic changes. However, Word defines a paragraph as text that ends in a hard return.

1. **Describe the process of reusing text from another document and compare the process to that of copying and pasting text. Provide an example of when reusing text would be preferable to copying and pasting**.

Reusing text from a document incorporates all of that text into a document that is currently open. The document from which the text is pulled is closed. During a copy and paste procedure, however, you are allowed to copy only a portion of text from a document that is currently open and paste it into a receiving location in another open document. A document comprised of a company policy might be reused as part of a memorandum under development. Because all of the policy is required, it might be easier to simply reuse the text instead of opening the document, selecting and copying text, and then pasting it into the memo.

1. **Describe an advantage of using Word templates to begin document production.**

When beginning a document that is related to a specific scenario or that requires precise formatting, you might save time and effort by first searching for a template that can provide beginning design or sample wording. You can then modify the document to suit your needs.

1. **Explain why a document might still contain spelling or word usage errors even after Word has checked a document for errors. Provide an example of an error that Word might not identify.**Word provides an option to check for spelling and grammatical errors. Even so, that check might fail to identify all errors because some wording that is spelled correctly could be used incorrectly. For example, typing the word “house” when you intended to include the word “horse” would most likely not be identified as a concern, even though the word usage is not appropriate for the sentence context.
2. **Provide an example of a header or footer whose value changes from one page to the next.**Word provides fields that can be included in a header or footer. Some of those fields are variable, as their content changes from one page to the next. For example, a page number’s value on one page is different from every other page in the document.
3. **Describe a document that would benefit from the use of a watermark. Explain why that is the case.**

A watermark, which is text or a graphic that displays behind text on a page, is often used to indicate ownership of a document or the fact that a document is in draft form. A document with a Draft watermark is clearly identified as one that is not yet ready for distribution.

1. **Explain how, without using a hard or soft return, you might ensure that a person’s first name and last name are never separated between lines in a document.**

As you add text to a document, it is possible that a person’s first name might be shown on one line, with the last name carrying over to the next. Such arrangement is not attractive and should be avoided. To make sure that does not happen, you can insert a nonbreaking space symbol between the first and last names.

1. **Provide an explanation of why Read Mode would be used and how it differs from Print Layout view.**

The purpose of Read Mode is to provide an attractive arrangement of pages, much like those included in a magazine or book format. As such, clutter is minimized, with pages occupying most of the screen space. It differs from Print Layout view in that it does not include a ribbon and includes a zoom feature whereby you can enlarge an object included in the document.

1. **Describe a situation in which inserting a page break would be beneficial.**

Inserting a page break might be beneficial when a heading is shown alone at the bottom of a page, with the remainder of the section beginning on the following page. By inserting a page break before the heading, you ensure that the heading is not separated from the text that it describes.

1. **Explain why document properties are useful in a document, even though they are not actually shown as part of the document onscreen**.Document properties, such as title, author, subject, and keywords, do not display in the document but are useful in categorizing a document, identifying its purpose or ownership, and helping locate the document later as the result of a search.
2. **Explain the importance of using the Accessibility Checker for a document that you plan to distribute. Provide several examples of suggestions that might occur during the check**.

A document intended for wide distribution is likely to be accessed by people who rely on some sort of assistive technology to help with that task. You should ensure that such documents are as readable as possible by most people, including those with physical or cognitive disabilities. In addition, it may be necessary to produce documents in compliance with federal legislation related to accessibility. Word’s Accessibility Checker identifies errors, warnings, and tips related to an open document. Such concerns as images with no alt text, or hyperlinks that do not provide description of what they are linking to, are examples of suggestions that might occur during a check.

1. **Provide rationale for removing identifying data in a document, such as comments or author name, that might be considered useful in other cases.**Although the inclusion of such document properties as author name or comments might provide documentation of a file and simplify later access, they could also pose a privacy or security concern. For that reason, you might consider removing certain properties prior to distribution of a document.
2. **Explain why and how you might print document properties.**

Document properties are not shown on screen when you open the associated document. Because they serve the purpose of identifying and categorizing a document, you might want to print them for later reference or to serve as file documentation. From Backstage view, select Print, click Print All Pages, and then select Document Info. At that point document properties will be printed when you begin a print procedure.