# **Quick Concepts Check Answer Key Exploring Microsoft Word 2019, Chapter 2**

1. **Describe the difference between a serif and sans serif font. Give examples of when you might use each.**  
   A serif font includes small lines that visually connect letters, making it easier to read printed text. A sans serif font is much more blocky and distinct, with no small lines, or serifs, to connect letters. Because the serifs tend to blur or appear slightly cluttered, a serif font is not a good choice for material displayed online. In short, a serif font is best for printed material, whereas a sans serif font is a good choice for large headings, titles, or online material.
2. **Explain what could cause the larger space between lines of bullets and how you would correct it so that the bulleted items are single spaced.**  
   Line spacing affects the spacing between lines within a paragraph. Because each bullet is considered a separate paragraph, line spacing is not applied to spaces between paragraphs. Instead, any paragraph spacing would be applied. Therefore, to adjust the spacing between bulleted items, you will open the Paragraph Dialog Box and change the before and after paragraph spacing to 0 pt. At that point, bulleted items should be single spaced.
3. **If you use Word to create a restaurant menu, describe the type of tabs you would use and approximately how you would space them.**  
   For a restaurant menu, you would create at least one tab—possibly two. If using two tabs, the first would be a left tab, where you would list the food item. The second tab would be a right tab, so that prices would align on the right. You could also use a decimal tab to align prices.
4. **You are preparing a document with a list of items to bring for an upcoming camping trip. Describe the Word feature that you could use to draw attention to the list.**  
   To itemize a series of tips, you would use bullets.
5. **Describe why a document may need to be divided into two or more sections.**   
   By using sections, you can format parts of a document independently of other sections. For instance, you may want to separate sections of the same document to change the page orientation or to add columns or different layouts.
6. **Describe a situation where it would be appropriate to insert a column break into a Word document.**   
   You want to insert a column break to balance the content on the page so that one column is not more lengthy than the other column or to ensure that a column heading is not at the bottom of one column with the body text continuing at the top of the next column.
7. **Explain the benefit of using styles when formatting several different areas of text.**  
   Having selected, or created, a style for one area of text, you can very simply apply the same style to other areas. Often, applying a style is done more quickly than using Format Painter. When you modify a style to add or remove formatting, all text formatted in that style is automatically changed. It would be much more cumbersome to accomplish the same changes by using Format Painter, especially if a great deal of text is involved. If more than a few items of text are to be formatted identically, it is often quicker to use styles than Format Painter.
8. **Discuss how the concept of styles relates to the Outline view.**  
   Styles are related to the Outline view because if a document’s headings are formatted with the correct heading styles (Heading 1 for major headings, Heading 2 for subheadings, etc.), Word will display document text in a section hierarchy, such that you can collapse or expand document sections and get a quick view of the document’s structure. Also, if heading styles are applied to document headings, Word’s Outline view enables you to drag sections to reposition them.
9. **Describe how you would determine the type of text wrapping to use when positioning a picture in a document.**   
   Text wrapping relates to the way text flows around an object. Word provides several text wrapping options, including Square, Tight, and Top and Bottom. If an object is positioned as a heading, as in the case of WordArt, you would most likely select Top and Bottom text wrap, which ensures that the object remains on a line alone. In other cases, as when a picture is inserted within existing text, selecting Square or Tight text wrap results in text that wraps seamlessly around a picture.
10. **Describe two methods to modify the height and width of a picture.**   
    Change a picture height and width when the picture is selected. You can either drag a corner sizing handle to increase the height and width proportionally, or you can change the height and width in the Size group on the Format tab.
11. **Explain how a text box differs from simple shaded text.**  
    A text box is more versatile than shaded and bordered text. As an object, a text box can be selected and managed independently of surrounding text. You can drag a text box to reposition it, you can resize it, and you can add all sorts of special effects and color styles to a text box. In some cases, shaded and bordered text is all that is needed to emphasize part of a document. However, when you want to include more than simple text—possibly a combination of graphics and text—and when the text included should be more freeform, a text box is more suitable than other forms of bordered text.
12. **Explain why WordArt is most often used to format headings or titles, and not text in the body of a document.**

WordArt applies a decorative effect, including color, text style, shape, and gradient, to existing text or to text that has yet to be typed. WordArt is most often used for titles and headings to add vibrancy and excitement to only a few words. WordArt is most often not appropriate for body text because it would be difficult to read in such small print (with all of its special formatting features), and it would probably detract from a reader’s comprehension of the document. It is a tool best reserved for major headings and special document features.