# Quick Concepts Check Answer Key

# Exploring Microsoft Office Word, Chapter 3

1. **Explain why it is sometimes beneficial to merge cells in a table, as well as when it might be best to split cells.**

Merging cells is beneficial when a title or summary is to be centered across a table or across several columns. Splitting cells, which is the reverse of merging, divides a selection into smaller parts so that more detail can be included.

1. **Describe a table that would be best designed by drawing instead of inserting.**

If an intended table is to include rows or columns of varying height or width, it might be easier to draw the table rather than to insert it. A table that is inserted contains uniform rows and columns which must then be modified to include more variance in height or width.

1. **Describe a situation in which you would want to increase cell margins. Also provide an example of when reducing cell margins would be beneficial.**

Cell margins provide white space inside a cell as well as spacing between cells. To make a table more open and readable, you can increase cell margins. Other tables, such as those that include pictures, would benefit from reduced or eliminated cell margin space.

1. **Differentiate between the use of a function and a formula in a table. When would one be preferable to another? Provide several examples.**A function is a built-in formula that summarizes a calculation in an abbreviated fashion. For example, the function =SUM(ABOVE) totals all cells in the column above, regardless of how many cells are involved. If a column contains more than a few rows of numeric data, a function is typically preferable to a formula, as the formula would have to list each cell involved. A function does not exist for every possible formula, however, In many cases, a formula is the only alternative to representing a calculation and should be used instead of a function.
2. **Provide an explanation of why a table formula that sums row data does not include data from a newly added row. Explain what can be done to cause the sum to be correct.**A table formula does not automatically update when new data is added that affects the formula. If a formula sums row data, and new data is added in the row, you must force the formula to update by selecting Update Field in a shortcut menu.
3. **Describe a situation in which it would be beneficial to convert an existing list of tabbed text into a table.**

Tabbed data can be an attractive way to display text. However, if that text contains numbers that should be totaled or otherwise included in a calculation, it would be beneficial to convert the list into a table. Text that is included in a table is also easy to manipulate in ways that align it differently or facilitate the inclusion of headings.

1. **Explain the importance of giving fields in a data source recognizable headings, such as LastName or Title.**

A data source that is to be merged with a main document should contain recognizable headings so that a match can more easily occur. For example, an address block is recognized as including such items as last name and first name. If those headings are evident in a data source, they are more likely to be used as intended in a Word document.

1. **Provide rationale for using Mail Merge, explaining why it is useful and in what situations.**

A mail merge process facilitates creation of personalized documents that include variable data that is retrieved from a data source. In situations where you intend to produce documents, labels, or email in duplicate, while also being personalized for the recipient, mail merge is the perfect solution.

1. **Describe types of data sources that can be used in a mail merge process, explaining strengths of each data source and why you might choose one over the other**.A data source for a mail merge process can be a Word table, an Excel worksheet, an Access table or query, or an Outlook contact list. A Word table is simple to develop but does not include the full functionality and strength in summarizing as an Excel worksheet or Access table. If you have an Outlook account, the accessibility of contact information makes it a good choice for such routine mail merge procedures as addressing labels, envelopes, or inside addresses of form letters.