# **Quick Concepts Check Answer Key Exploring Microsoft Word 2019, Chapter 4**

1. **Describe the type of writing style you would be expected to use for a writing assignment in a business class.**  
   The business discipline would most likely use the APA writing style because the APA attempts to simplify the expression of scientific ideas and experiment reports in a consistent manner. Its focus is on the communication of experiments, literature reviews, and statistics.
2. **Explain why you need to cite sources in your work**.

A citation directs the reader to the source of information that you used and also gives credit to the owner of the work that you cite.

1. **Describe the purpose of creating a table of contents.**  
   A table of contents is helpful in a long document because it displays the major headings in the document and their corresponding page numbers so that readers can quickly go to the topic of interest.
2. **Explain a situation where it would be appropriate to use a footnote.**   
   A footnote is appropriate when you want to further describe a statistic used in your text without having to incorporate it into the written paragraph
3. **Describe** **why you want to use track changes in your document.**

You want to use track changes in your document when you want to monitor any revisions that you make in a document.

1. **When using Track Changes, explain why you want to filter the changes by reviewers.**  
   It will allow you to review, accept, or reject individual or all changes recommended by a specific person.
2. **Explain under what situation would you want to use Simple Markup.**

You will use Simple Markup if you want a clutter-free way to display tracked changes. However, the hidden revisions are indicated by a vertical red bar displayed on the left side of the paragraph.

1. **Explain why you would want to save a Word document in the PDF format.**

You want to save a Word document in the PDF format when you want to preserve the layout, format fonts, and images of the original Word document. Further, it is portable and can be read using many applications and on several platforms, including apps on mobile devices.

1. **As you save a document to OneDrive, you will most likely want to also have a copy on your computer for backup purposes. Explain how you can make sure that as you modify one copy, the other is also updated.**  
   The OneDrive for Windows synchronizes files saved on OneDrive with a copy on your computer so that both are always up to date.
2. **Both Word and Word Online enable you to create and edit a document. Explain when one might be preferred over the other.**  
   Word Online has more limited features than a full installation of Word. In some cases, you might need to use features that are not available in Word Online, such as a spelling checker or a references tool. In that case, you would need to edit a document in Word instead of Word Online.
3. **Describe the advantages of online collaboration.**  
   Online collaboration allow co-authors to work on the same document at the same time from different locations.
4. **Editing View and the Reading View of Word Online serve different purposes. Describe some extra features of Editing View.**  
   The Editing View is quite similar to Word, with several tabs such as File, Home, Insert, Page Layout, Review, and View. There are also several groups of commands in each tab.