# **Quick Concepts Check Answer Key Exploring Microsoft Word 2019, Chapter 8**

1. **Describe the advantages of using Word to create a webpage.**Advantages of using Word to create a webpage include:

* Word provides all the tools necessary to create a basic webpage.
* It uses an interface with which you are already familiar.
* You can use tools like SmartArt and WordArt.
* You don’t have to know about HTML coding in order to create a webpage.

1. **Describe the benefits of using a Word theme in a webpage.**Webpages are more interesting when you add design elements such as background images, bullets, numbering, lines, and other graphical features. They also display better when colors and fonts are coordinated among the design elements. You can use the Word themes while developing a webpage, which enables you to coordinate colors and fonts.
2. **Explain the reason for inserting bookmarks and hyperlinks in a webpage.**Bookmarks allow the user to move the insertion point to a location within the same document. Hyperlinks are electronic markers that, when clicked, enable the user to move the insertion point to a different location within the same document, open another document, or display a different webpage in a Web browser. Hyperlinks can quickly lead the user to webpages stored on different computers that may be located anywhere in the world.
3. **Describe the reasons for using a blank design Word template.**Blank design templates are empty documents preformatted with frequently used styles. You can type the content into the document without having to worry about formatting the document. This will definitely help you to save time and effort.
4. **Explain the reason for changing the picture in a Word template.**Sometimes the template pictures may not meet your specific needs. Therefore, you might want to replace the picture with an image that is more directly suited to your purpose. There are also occasions where you want to exchange an existing picture for another image without having to redo the sizing and formatting.
5. **Explain the advantages of embedding a video into a Word document.**You can watch the video with the Word document open and without leaving the context of the subject in discussion.
6. **Describe the purpose of writing a blog.**Blogs can provide a vehicle to display the works of current or future journalists and authors, or they can simply reflect the emotions and ideas of an individual at a particular point in time. It is also a great way to share personal thoughts with your friends and family.