# Multiple Choice Answer Key

# Exploring Microsoft Office Word, Chapter 7

1. You can create a password to provide access to restricted areas of a form. In doing so, you must consider that:

**b. if you forget the password, the form is permanently unavailable.**

2.Why might you occasionally choose to modify Word’s security settings related to opening a document that includes macros?

1. **So that if you trust the source of a macro you do not need to enable the document each time you open it**
2. Why might a total field on a form not show a total, even though data has been entered in fields that are to be summed?
3. **Fields associated with the total are not set to calculate on exit.**
4. The Mark as Final feature:
5. **enables you to designate a document as a read-only file.**
6. As related to form design, a content control is used to:
7. **provide a placeholder for variable data that a user will supply.**
8. How does a digital signature help validate a document’s authenticity?
9. **It confirms through electronic encryption that the information is valid and has not been changed after signing.**
10. Why would you consider changing a field’s instructional text?
11. **To more clearly define a field’s intended contents.**
12. Which of the following is the least appropriate advice to give to someone who wants to learn how to create and run macros?
13. **Change your macro security settings to enable all macros all the time.**
14. Which two ribbon tabs include commands that enable you to record and modify macros?
15. **Developer and View.**
16. To modify Word’s security settings related to macros, you can make selections in the:
17. **Trust Center**