**Quick Concepts Check Answer Key**

**Exploring Microsoft Office 2016 Common Features, Chapter 1**

1. **What are the benefits of logging in with your Microsoft account?**When you log in with your Microsoft account, you will be able to access the saved settings that are associated with your Microsoft account. Additionally, signing in with your Microsoft account allows access to OneDrive, allowing you to save, retrieve, and edit files from the Internet.
2. **What is the purpose of the Quick Access Toolbar?**The Quick Access Toolbar gives you access to some commonly executed tasks, such as saving a file, undoing a mistake, or redoing certain actions. The Quick Access Toolbar can also be customized to include additional commands such as printing or spelling and grammar checking.
3. **You are having trouble completing a task in Microsoft Word. What are some of the Office application features you could use to assist you in getting help with that task?**One possible solution is to use the “Tell me what you want to do…” box. When a task is typed into the box, a drop down menu of possible commands will appear and allow you to select a task to perform. You can also use the Smart Lookup feature, which provides information on general and Office related tasks through a Bing search. You can also view Enhanced ScreenTips by simply hovering your mouse cursor over a command on the Ribbon, prompting a text box of information about the command to appear.
4. **What is the difference between a theme and a template?**You can enhance your file by using a template or applying a theme. A template is a predesigned file that incorporates formatting elements, such as a theme and layouts, and may include content that can be modified. A theme is a collection of design choices that includes colors, fonts, and special effects used to give a consistent look to a document, workbook, or presentation. Microsoft provides high quality templates and themes, designed by professional designers to make it faster and easier to create high-quality documents. Even if you use a theme to apply colors, fonts and special effects, they can later be changed individually or to a completely different theme.
5. **Give an example of when Format Painter could be used.**Using the Clipboard group’s Format Painter, you can quickly and easily copy all formatting from one area to another in Word, PowerPoint, and Excel. If, for example, a heading in Word includes multiple formatting features, you will save a great deal of time by copying the entire set of formatting options to the other headings. In so doing, you will ensure the consistency of formatting for all headings because they will appear exactly alike.
6. **When will an Office application identify a word as misspelled that is not actually misspelled?**If a word is unrecognized by the application’s dictionary, it is flagged as misspelled or grammatically incorrect. Misspellings are identified with a red wavy underline, grammatical problems are underlined in green, and word usage errors have a blue underline. If you right-click a word or phrase that is identified as a mistake, you will see a shortcut menu. If the application’s dictionary has a suggestion as to the correct spelling, you can click to accept the suggestion and make the change. If a grammatical rule is violated, you will have an opportunity to select a correction. However, if the text is actually correct, you can click Ignore or Ignore All (to bypass all occurrences of the flagged error in the current document). Click Add to Dictionary if you want the word to be considered correct whenever it appears in all documents. Similar selections on a shortcut menu enable you to ignore grammatical mistakes if they are not errors.
7. **What functions and features are included in Backstage View?**The Backstage view is a component of Office 2016 that provides a concise collection of commands related to an open file. You access the Backstage view by clicking the File tab. Using the Backstage view, you can find out information such as protection, permissions, versions, and properties. A file’s properties include the author, file size, permissions, and date modified. You can create a new document or open, save, print, share, export, or close.
8. **Why would you need to change the view of a document?**As you prepare a file, you may find that you want to change the way you view it. A section of your document may be easier to view when you can see it magnified, for example. Alternatively, some applications have different views to make working on your project easier.
9. **What is the purpose of a header or footer?**The purpose of including a header or footer in a document is to better identify the document and give it a professional appearance. A header consists of one or more lines at the top of each page. A footer displays at the bottom of each page. One advantage of using headers and footers is that you specify the content only once, after which it displays automatically on all pages. Although you can type the text yourself at the top or bottom of every page, it is time-consuming, and the possibility of making a mistake is great.