Answers to Critical Thinking Questions: Module 01

Student answers could vary from those presented in this document.

**Apply Your Knowledge: Assignment Instruction**

37. If this flyer were announcing a company instead of a blood drive, which color scheme would you apply and why?

**Apply Your Knowledge: Possible Answer**

37. Students should choose colors that they feel represent the meaning of a company picnic. For example, yellow suggests sunshine, happiness, and liveliness. Any color schemes that include shades of yellow would be good choices.

**Extend Your Knowledge: Assignment Instruction**

17. In this assignment, you changed the numbering and bullet formats on the numbered and bulleted lists. Which numbering style and bullet character did you select and why?

**Extend Your Knowledge: Possible Answer**

17. The selected numbering format should be something other than a number followed by a period (i.e., 1.) and the selected bullet format should be something other than a solid dot (i.e., •). The selected numbering and bullet formats should enhance and complement the look of the flyer and not compete with, detract from, or clutter it. For example, the bullet symbol could be a check mark.

**Expand Your World: Assignment Instruction**

11. What is Word Online? Which features that are covered in this module are not available in Word Online? Do you prefer using Word Online or the Word desktop app? Why?

**Expand Your World: Possible Answer**

11. Word Online is a free online version of the Word desktop app. It is accessed through a browser and has an interface similar to the desktop app. Note that if Simplified Ribbon is selected on the title bar, the ribbon I Word Online may differ from the ribbon in the desktop app; clicking Simplified Ribbon on the title bar toggles between a collapsed ribbon and an expanded ribbon. You can create a document in Word Online and then continue editing it in the Word desktop app, and vice versa.

As of this printing, the following features covered in Module 1 were not available in Word Online: Display Formatting Marks, Change Document Theme, Apply Text Effects, Change Case, Live Preview, Shade Paragraphs, Change Theme Colors, Apply Picture Effects, Add Page Border, and Change Document Properties.

Student answers to their preference will differ. They should support their response with reasons.

**In the Lab:**

See the SC\_WD\_1\_SafeHikingFlyer\_SampleGradingRubric.docx for possible answers to their critical thinking questions.