Answers to Critical Thinking Questions – Module 09

Student answers could vary from those presented in this document.

**Apply Your Knowledge: Assignment Instruction**

27. Answer the questions posed in #12, #16, and #17. What are two different ways to expand and collapse items in an outline, to move items up and down an outline, and to demote and promote items in an outline?

**Apply Your Knowledge: Possible Answers**

27.

The ‘Show Text Formatting’ check box enables you to show or hide the formatting applied to all text in the outline. You may find the outline easier to read with formatting hidden.

The ‘Show First Line Only’ check box enables you to show all lines in paragraphs or just the first line. You may find the outline easier to read with only the first line showing.

When you close Outline view, Word redisplays the outline in Print Layout view. In Print Layout view, each heading appears on the screen formatting according to the heading style, text appears as formatted, the page appears with margins and other page settings. In Outline view, by contrast, all content (headings and body text) appear in a multi-level bulleted list. While you can work with headings in the Navigation Pane, some users prefer using Outline view to rearrange, add, delete, and change outline content.

To expand an item in an outline, double-click the plus outline symbol to the left of the outline item, or click the Expand button (Outlining tab | Outline Tools group). To collapse an item in an outline, double-click the plus outline symbol to the left of the outline item, or click the Collapse button (Outlining tab | Outline Tools group).

To move an item up or down in an outline, drag the plus or minus outline symbol to the left of the outline item to its new location, or position the insertion point in the item to move and then click the Move Up or Move Down button (Outlining tab | Outline Tools group).

To demote or promote an item in an outline, position the insertion point in the item to demote or promote and then press the SHIFT+TAB or TAB keys (or the ALT+SHIFT+LEFT or ALT+SHIFT+RIGHT keys), respectively, or press the Demote or Promote button (Outlining tab | Outline Tools group).

**Extend Your Knowledge: Assignment Instruction**

32. If you wanted the index entries to appear in bold in the index but remain not bold in the document, what steps would you take to accomplish this?

**Extend Your Knowledge: Possible Answer**

32. You would edit the index entries, making the entry bold. That is, you would display formatting marks, locate the XE field for each index entry and format the entry inside the quotation marks to bold, and then update the index.

**Expand Your World: Assignment Instruction**

17. Answer the questions posed in #11, #14, and #16. Which online photo editors did you evaluate? Which one did you select to use, and why? Do you prefer using the online photo editor or Word to enhance images?

**Expand Your World: Possible Answer**

17. The program that opened the JPEG file on the student’s computer will vary.

Enhancements students apply to the photo will vary and could include cropping, rotating, resizing, changing colors or tones, or adding text, a frame, or stickers.

The format saved by the online photo editor will vary and could include JPG, TIF, PNG, or BMP.

Student answers to the photo editor they used will differ. Students should indicate which one they used and support their selection with reasons they chose it. Student preference to using an online photo editor or Word to enhance images will vary, but they should support their preference with reasons.

**In the Lab:**

See the SC\_WD\_9\_NetworkReferenceDocument\_SampleGradingRubric.docx file for possible answers to the critical thinking questions.