1. You are about to create reference documents that will be available to everyone in your organization. You need the department you work in to show as the author of the files rather than your name. What are the steps to ensure that this is the case?

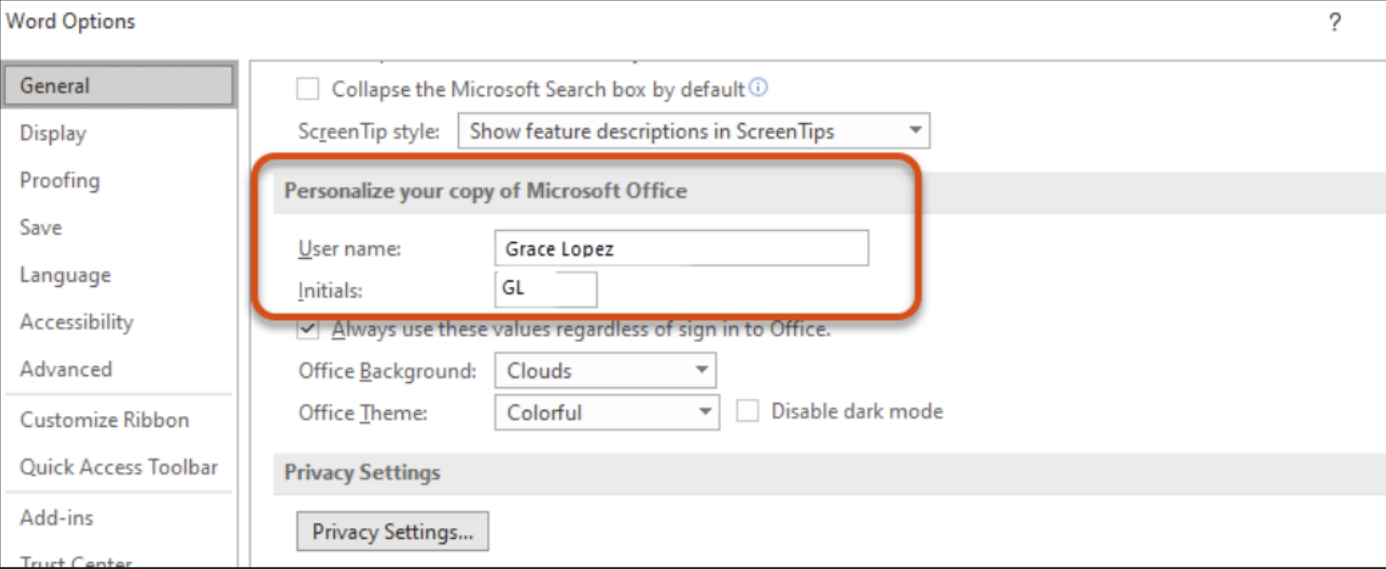○ Click **File**, **Info**, and change the **Username and Initials**.

○ Click **File**, **Options**, **Save** and change the **Username and Initials**.

◉ Click **File**, **Options**, **General**, and change the user name and initials.

✓ **Correct**
Correct! The username and initials can be customized here at any time.

Word Options		?
General	☐ Collapse the Microsoft Search box by default ⓘ	
Display	ScreenTip style: [Show feature descriptions in ScreenTips ▾]	
Proofing		
Save	Personalize your copy of Microsoft Office	
Language	User name: [Grace Lopez]	
Accessibility	Initials: [GL]	
Advanced	☑ Always use these values regardless of sign in to Office.	
Customize Ribbon	Office Background: [Clouds ▾]	
Quick Access Toolbar	Office Theme: [Colorful ▾] ☐ Disable dark mode	
Add-ins	**Privacy Settings**	
Trust Center	[Privacy Settings...]	

2. You have saved a Word document in OneDrive. You want your colleagues to be able to access the file for reference purposes, so you decide to create a share link to send to them. Which of the following statements are true?

Select all options that apply.

☐ Each colleague will receive a separate copy of the file when they click on the share link. They will not have access to the original file.

☐ Only one person can edit the file at a time, even if you have shared the file with several people.

☑ Each colleague will be able to download a copy of the file onto their machine.

✓ **Correct**
Correct! The default setting for a share link is that the **Block Download** setting is disabled. As a result, your colleagues would be able to download copies of the file. If you set the **Block Download** option to **ON**, recipients can still link to the file, open, and edit it but no one will be able to download a copy of the document.

☑ The share link could be forwarded to others, and they might also be able to see and edit the file.

✓ **Correct**
Correct! This is one of the default settings for a share link which is why it is important to make decisions about who has access to the file when you create the link.

3. You must share an extremely confidential file with your team. You need to be sure that the following criteria are met:

- That only your colleagues in the team can access the content.
- That they can only read the file but not edit it.
- That none of the team can download a copy of the file.
- Some members of the team are senior staff who have assistants to deal with email. The assistants must not be able to open the file.

What do you need to do when creating the share link to ensure that all these conditions are met? (Select all that apply.)

☑ Clear the tick mark in the **Allow Editing** box.

✓ **Correct**
Correct! The default setting is that people who can access the link can also edit the file. Clearing this box will link a read-only one.

☑ Enable the **Block Download** option.

✓ **Correct**
Correct! The default setting for a share link is that the **Block Download** setting is disabled. As a result, your colleagues would be able to download copies of the file. If you set the **Block Download** option to **ON**, recipients can still link to the file, open, and edit it - but no one will be able to download their own copy of the document.

☑ Change **Anyone with a link can Edit** to **Specific People**

✓ **Correct**
Correct! The **Specific People** choice is a more secure share option than the **Anyone with a Link** or **Anyone in my Organization** choices. When you select **Specific People** and add the email addresses only those specified people can access the file.

☐ Use the **Set Expiration Date** option.

☑ Use the **Set Password** option to set a password.

✓ **Correct**
Correct! Setting a password is a useful way to strengthen the security of a share link. If you have set this, when others click on the link, they will be asked for the password. If they cannot enter the password, the link will remain inactive. In this scenario, you could use a password known to the senior staff but not known by their assistants.

4. You have asked a colleague to review a document that you created. They have used the comment feature to add their own suggestions for amendments to the content and want to review the document again when you have finished making the adjustments. What would be the best way to handle the comments so that they know you have not missed any?

○ Make the suggested changes but leave the comments untouched in the document

◉ Make the suggested changes and click on **Resolve** in each comment.

○ Make the suggested changes but delete the comments.

✓ **Correct**
Correct! When you **Resolve** a comment, it is still visible, but the text appears in grey. With this approach, your colleague will be able to see where the amendments were required and have confirmation that you have made all the changes.

5. You are responsible for maintaining a procedures document for your department which was originally created by a colleague. When you check the procedures folder, you realize that there are two versions of the document with slightly different names. You decide to use the **Compare** feature in Word to check the differences between them. You click on **Review** and then **Compare**. When the **Compare** feature is using default settings, how many versions of the document will you see on the Word screen?

○ 1

◉ 2

○ 3

⊗ **Incorrect**
Not quite. Try going back to review the *Compare document changes* item in Lesson 2.

6. When you run the compare feature in Word, what will the highlighted button enable you to do?
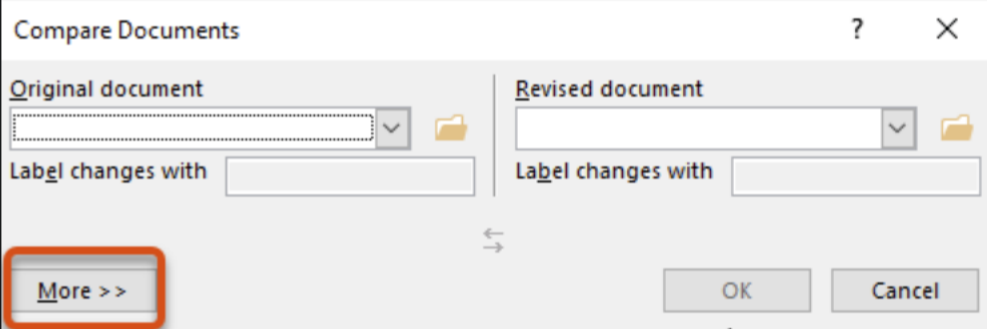
○ Merge the two documents together.

○ Include more documents in the compare.

◉ Customize what is being compared in the documents.

✓ **Correct**
Correct! The **More** button opens a dialog where it is possible to decide what elements in the documents are being included in the comparison. The default setting is that all the boxes are ticked which would indicate that Word will compare both content and formatting.
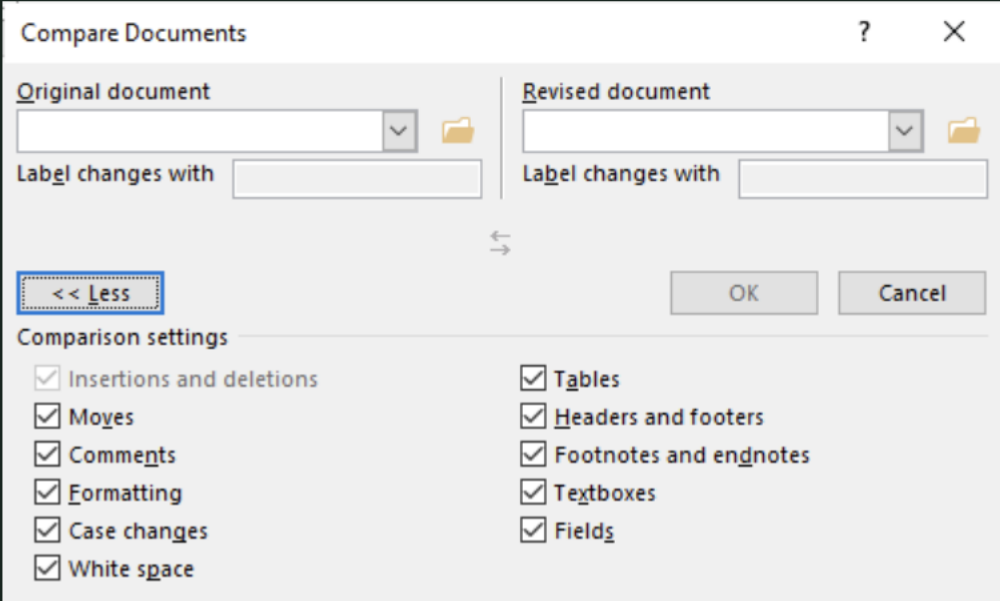
7. The **Track Changes** feature in a document was switched on when you sent a document to a colleague for review. You know that they made amendments. If the **Track Changes** options were set as follows, how will the changes be displayed in the document?
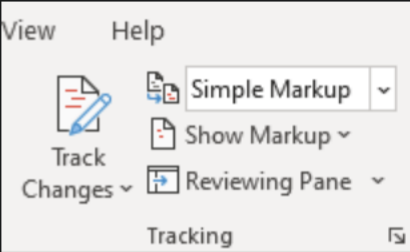

◉ As a red line in the margin

○ Additions will be underlined, and deletions will be marked with strikethrough

○ All revisions will be listed in balloons to the right of the document.

✓ **Correct**
Correct! When the view is set to **Simple Markup**, the document shows only the amended version of the text. A red line appears in the margin to indicate that a change has been made. Clicking on the red line will switch the display to full markup so that you can see both the original version and the amended version of the text.

The Track Changes feature was switched on when you sent a document to a colleague for review. When they send it back, the settings for **Track Changes** are set as follows:
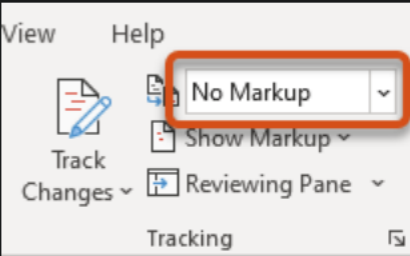
What do you need to do next?

- ⦿ Use the **Next** or **Previous** options in the **Changes** section of the **Review** ribbon to step through any amendments and use the **Accept** or **Reject** buttons to decide on whether to keep the changes.

- ○ There are no changes in the document.

✓ **Correct**
Correct! The **No Markup** setting hides any markup, and the document looks as if there are no revisions or as if all revisions are accepted. This view allows you to see a clear copy of the amended document by temporarily hiding the markup. The markup is still there in the background. If the setting is switched back to **Full Markup** all the amendments will be visible.

9. You are running the combine feature in Word to merge two documents together. Combine is still set to default settings. What does the **Revisions Pane** on the left show you?
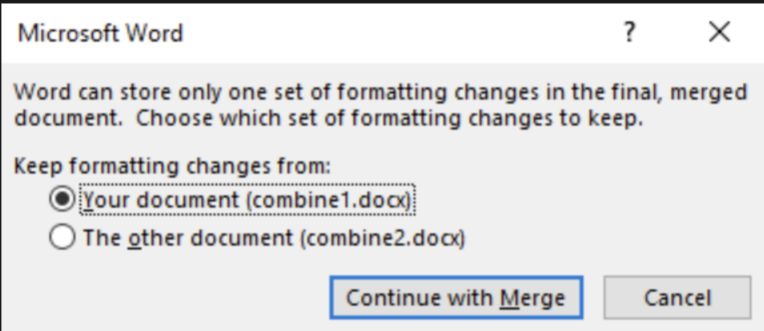
- ○ The original document

- ⦿ A list of amendments that have been made and who they were made by.

- ○ A new document that is a copy of the original document and the document it was merged with.

✓ **Correct**
Correct! The **Revisions Pane** appears on the left side of the Word screen. and it will show a list of amendments made to the document. The changes are not shown in context but if you click on any of the amendments the cursor in the document in the middle pane will move to that location.

10. You are running the combine feature in Word to merge two documents together. You have chosen the two documents and clicked ok. The following dialog message appears:

If you click on the **Continue with Merge** button, what will happen?

- ○ The formatting in the original document will be kept and the formatting in the other document will be lost completely.

- ⦿ The formatting in the original document will be kept and the formatting in the other document will show as tracked changes.

✓ **Correct**
Correct! If the two documents being combined are using different style sets, Word will ask the user to indicate which document has the style set that should be considered the baseline or "original" settings. The formatting from the other document will then show as tracked changes.

1 / 1 point