# Quick Concepts Check Answer Key Exploring Microsoft Excel 2016, Chapter 11

1. **What is the purpose of changing the user name settings in the Excel Options dialog box?**  
   The User name property controls the name that appears when the person makes changes. Changing the user name to the current user helps to identify who created or last edited a workbook, particularly when sharing workbooks on an organization’s network.
2. **Why would a user customize the Ribbon by creating a custom tab?**  
   Adding a custom tab helps improve a user’s productivity to get to commands used most often by that person. The user can then click that tab to access most commands he or she uses frequently.
3. **What is the purpose of metadata?**  
   Metadata tags a file with document properties that identify the document. Properties include author’s name, subject, company, creation date, revision date, and keywords. These properties are useful when searching for a file with particular properties.
4. **What is the purpose of inserting comments in a worksheet?**  
   Comments should be added to provide insight or instruction to additional users.
5. **What are challenges of using a shared workbook on a network?**  
   Conflicts can arise when several users are working on a shared workbook at the same time. A Resolve Conflicts dialog box opens for people who open the workbook after the first person opens it. The last person who makes changes decides which changes to accept. This is problematic when the last person is the least knowledgeable about Excel or the contents of the workbook.
6. **What are the benefits of using the Track Changes feature?**  
   Track Changes allows the user to monitor information that has been edited in a worksheet. During the review process the items can either be accepted or rejected. You can generate a temporary History worksheet to see a list of changes made to the shared workbook.
7. **What is the purpose of the Document Inspector?**  
   The Document Inspector has the ability to analyze and remove personal information from a document.
8. **Why is it important to check compatibility?**  
   It is important to check compatibility because older versions of Excel cannot open the .xlsx file type or support newer functions added in Excel 2010, 2013, or 2016.
9. **What indicators are present that a document has been marked as final?**  
   The MARKED AS FINAL message bar displays below the Ribbon, informing people that the author has marked this workbook as final to discourage editing. The Ribbon tabs are visible, but the commands are hidden. The title bar displays [Read-Only] after the filename.
10. **What is the benefit of exporting a file as a PDF?**People can view PDF files correctly on various computer systems and platforms, even if the user does not have the source program. Saving a workbook as a PDF file saves the formatting that you used in an Excel workbook and enables non-Windows users to display and print the file because Adobe Systems Incorporated designed PDF as a universal file format.
11. **Why would you choose to send a workbook as an email attachment?**  
    Sharing a spreadsheet via e-mail is an easy method to quickly distribute files to users outside your office network. To share a spreadsheet via email, click the File tab on the Ribbon, click Share, click Email, and select Send as Attachment from the Backstage view.
12. **What is the benefit of saving an Excel workbook to OneDrive?**  
    The benefit is that you can access the Excel workbook from any device that is synchronized with your Microsoft account. Furthermore, once a workbook is stored on OneDrive, you can share it with other people to view or edit.