**Key Term Matching Answer Key**

**Exploring Microsoft Excel, Chapter 11**

1. A central online storage location in which you can store, access, and share files via an Internet connection.

**M. OneDrive**

2. A tool that evaluates the workbook contents to identify what data and features are not compatible with previous versions.

**E. Compatibility Checker**

3. A tool that reviews a workbook for hidden properties or personal information and then displays a list of these details so that you can select what data to remove.

**G. Document Inspector**

4. A tool that reviews a workbook to detect potential issues that could hinder a user’s ability to use a workbook.

**A. Accessibility Checker**

5. A setting that controls the overall appearance and color of the title bar and interface for Office programs.

**L. Office Theme**

6. A worksheet created through the Track Changes feature that lists particular types of changes made to a workbook. The worksheet is temporary; it is deleted when you save the workbook.

**I. History worksheet**

7. A collaboration feature that records certain types of changes made in a workbook.

**Q. Track Changes**

8. A notation attached to a cell to pose a question or annotation to ask a question or provide a suggestion.

**C. Comment**

9. An electronic, encrypted notation that stamps a document to authenticate the contents, confirms that a particular person authorized it, and marks the workbook as final.

**F. Digital signature**

10. Pieces of data, such as a keyword, that describe other data, such as the contents of a file.

**J. Metadata**

11. An embedded object that includes X, a line for a signature on a printout, the person’s typed named and title.

**P. Signature line**

12. A process that occurs when multiple people work together to achieve a common goal by using technology to edit the contents of a file.

**B. Collaboration**

13. A setting that controls the faint background image, if any, in the top-right corner of the title bar.

**K. Office Background**

14. An attribute, such as an author’s name or keyword, that describes a file.

**H. Document property**

15. A file that is designated as sharable and is stored on a network that is accessible to multiple people who can edit the workbook at the same time.

**O. Shared workbook**

16. A colored triangle in the top-right corner of a cell to indicate that the cell contains a comment.

**D. Comment indicator**

17. Standard file format that preserves a document’s original data and formatting for multiplatform use.

**N. Portable Document Format (PDF)**