# Lesson 9—Sharing Documents

Review Questions

## True / False

1. False

2. True

3. True

4. False

5. True

## Multiple Choice

1. C

2. B

3. B

4. D

5. D

## Fill in the Blank

1. print queue

2. document workspace

3. document management server

4. Encryption

5. soft copy

Projects

## Project 9-1

The solution files are named **sFacilities1.docx** and **sFacilities2.docx.**

**Project 9-2**

The solution files are named **sFurniture1.docx** and **sFurniture2.docx.**

**Project 9-3**

The solution file is named **sWalking.docx.**

**Project 9-4**

The solution file is named **sSafety.docx**.

## Teamwork Project

The lists students create will vary. Check documents to make sure students use the tracking and comments features to edit their partner’s document.

Critical Thinking

## Activity 9-1

Solutions will vary.

## Activity 9-2

Solutions will vary.

Online Discovery

Encourage students to search multiple Web sites. Answers will vary but should include some of the following:

* back supports
* chairs
* CPU holders
* desks and workstations
* document holders
* foot rests
* keyboard trays
* keyboards
* laptop holders
* lighting
* mice
* monitor glare filters
* monitor risers
* sit and stand systems
* wrist supports