

Excel Tutorial 8: Developing an Excel Application

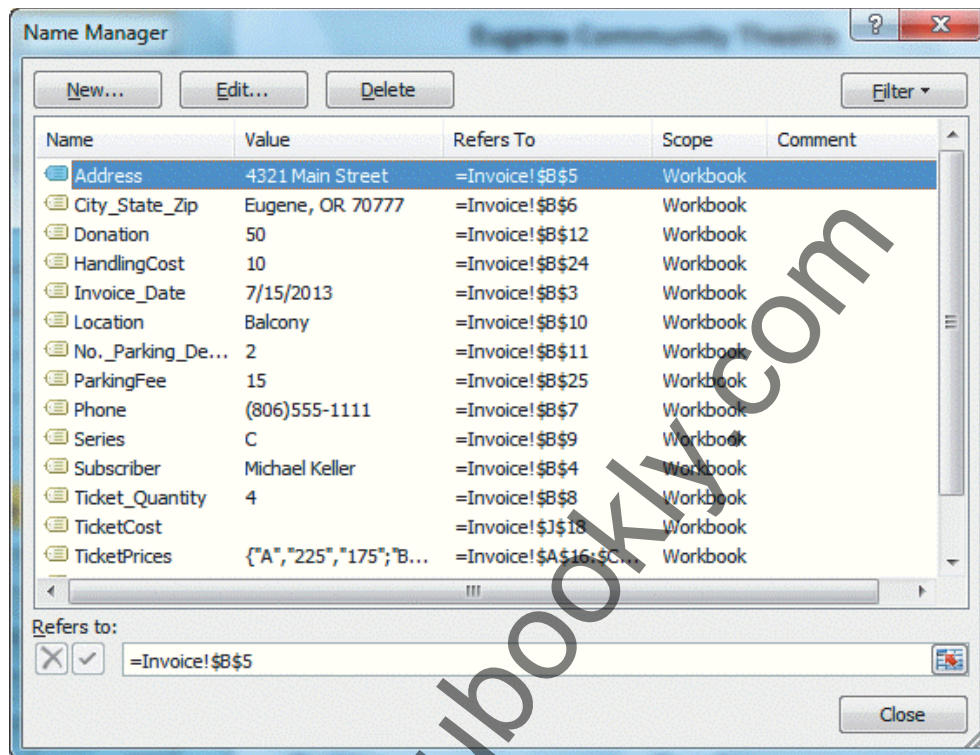
TRUE/FALSE

1. For cell and range names, names of 25 to 50 characters are considered practical, although names can be up to 255 characters.

ANS: F

PTS: 1

REF: EX 424



2. Clicking the Edit button in the accompanying figure opens the New Name dialog box in which you can modify the selected defined name.

ANS: F

PTS: 1

REF: EX 427

3. You can use the Name Manager dialog box, shown above, to create a defined name.

ANS: T

PTS: 1

REF: EX 427

4. Defined names are automatically substituted for the cell addresses in a formula.

ANS: F

PTS: 1

REF: EX 433

5. Each cell can have at most three validation rules.

ANS: F

PTS: 1

REF: EX 438

6. The frequency of error alert determines what choices the user is presented with when an invalid entry is attempted.

ANS: F PTS: 1 REF: EX 440

7. You cannot prevent users from changing all of the formulas in a worksheet.

ANS: F PTS: 1 REF: EX 445

8. You can keep users from deleting worksheets or inserting new ones.

ANS: T PTS: 1 REF: EX 445

9. Even when the worksheet is unprotected, the locked property determines whether or not changes can be made to a given cell.

ANS: F PTS: 1 REF: EX 445

10. Once you protect a worksheet, the locked property is enabled and controls whether or not a cell can be edited.

ANS: T PTS: 1 REF: EX 445

11. Data validation can verify data that was entered into a worksheet before the validation criteria were applied.

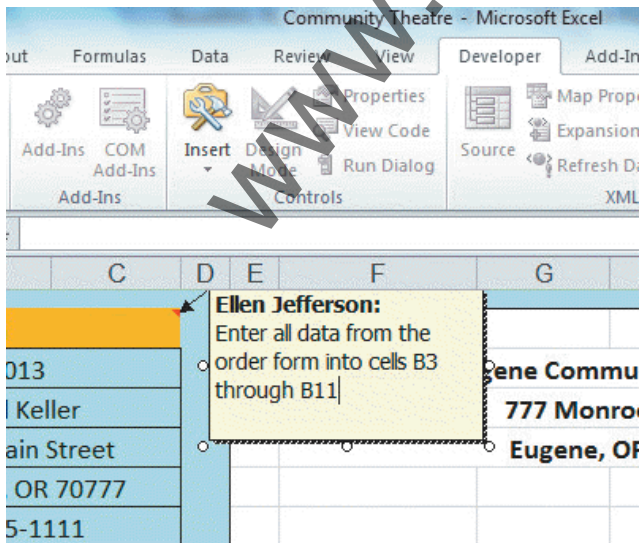
ANS: F PTS: 1 REF: EX 444

12. You can allow users to insert new rows or columns into a sheet, even if the sheet is protected.

ANS: T PTS: 1 REF: EX 445

13. Even if a sheet is protected, you can limit the user to selecting only unlocked cells, or allow the user to select any cell in the worksheet.

ANS: T PTS: 1 REF: EX 445



14. The red triangle (that has an arrow pointing to it) in the accompanying figure indicates that a given cell does not have a comment.

ANS: F PTS: 1 REF: EX 450

15. You drag the comment's border to resize a comment box like the one shown in the accompanying figure.

ANS: F PTS: 1 REF: EX 450

16. To move the box, you would drag the selection handle of the comment in the accompanying figure.

ANS: F PTS: 1 REF: EX 450

17. Each macro must have a unique name.

ANS: T PTS: 1 REF: EX 458

18. By default, a macro will select the same cells regardless of which cell is first selected because the macro records a selection using relative cell references.

ANS: F PTS: 1 REF: EX 462

19. When you open a file with macros, the response you see is based on the security level set on the computer.

ANS: T PTS: 1 REF: EX 472

20. When the Ribbon is minimized, only the Quick Access Toolbar and the tab names are displayed.

ANS: T PTS: 1 REF: EX 473

MODIFIED TRUE/FALSE

1. A range name is more descriptive than a(n) cell reference. _____

ANS: T PTS: 1 REF: EX 423

2. Any blanks or parentheses in row or column labels are changed to underscore characters in defined names. _____

ANS: T PTS: 1 REF: EX 426

3. The Name dialog box lists all of the names currently defined in the workbook, including Excel table names. _____

ANS: F, Name Manager

PTS: 1 REF: EX 427

4. If you select the Custom option in the Allow list box in the Data Validation dialog box, the validation rule will be based on an Excel logistical formula. _____

ANS: F, logical

PTS: 1 REF: EX 438

5. To open the Data Validation dialog box, click the Data tab on the Ribbon, and then click Authentication in the Data Tools group. _____

ANS: F, Data Validation

PTS: 1 REF: EX 439

6. You use the Rules tab in the Data Validation dialog box to enter the validation rules for an active cell. _____

ANS: F, Settings

PTS: 1 REF: EX 438

7. When you lock a workbook, you control the ability users have to make changes to the file. _____

ANS: F, protect

PTS: 1 REF: EX 437

8. Every cell in a workbook has a(n) sealed property that determines whether or not changes can be made to that cell. _____

ANS: F, locked

PTS: 1 REF: EX 445

9. By default, the locked property is turned off for each cell when you protect a workbook. _____

ANS: F, on

PTS: 1 REF: EX 445

10. The default is to protect only the appearance of a workbook. _____

ANS: F, structure

PTS: 1 REF: EX 447

11. A digital certificate confirms that the macro created by the signer has not been altered since the digital certificate was created. _____

ANS: F, signature

PTS: 1 REF: EX 457

12. The Visual Basic Editor is a separate application that works with Excel and all of the Office products to edit and manage VBA code. _____

ANS: T

PTS: 1

REF: EX 464

13. You can delete or edit a macro by opening the Edit dialog box, selecting the macro from the list, and then clicking the appropriate button. _____

ANS: F, Macro

PTS: 1

REF: EX 464

14. One way to run a macro is to assign it to a(n) button that is placed directly on the worksheet. _____

ANS: T

PTS: 1

REF: EX 468

15. When Excel creates a macro button, the Assign Macro dialog box opens with the button's default name showing. _____

ANS: T

PTS: 1

REF: EX 468

MATCHING

Identify the letter of the choice that best matches the phrase or definition.

- | | |
|----------------------|------------------------|
| a. Stop | g. defined name |
| b. Warning | h. input message |
| c. Information | i. validation rule |
| d. locked | j. digital certificate |
| e. macro | k. digital signature |
| f. Excel application | l. VBA |
-
- Error alert that rejects invalid data but allows you to override the rejection
 - Series of stored commands
 - Appears when the cell becomes active and can be used to specify the type of data the user should enter in that cell
 - Spreadsheet written or tailored to meet the user's specific needs
 - Needed before you can add a digital signature to a workbook
 - Confirms that a macro or document has not been altered
 - Defines the criteria for storing data in a cell or range
 - Programming language that allows you to create macros
 - Error alert that prevents you from storing the data in the cell
 - Word or string of characters associated with a single cell or a range
 - Property that determines whether or not changes can be made to a cell
 - Error alert that accepts the invalid data but still allows you to cancel the data entry

1. ANS: B

PTS: 1

REF: EX 440

2. ANS: E

PTS: 1

REF: EX 453

3. ANS: H

PTS: 1

REF: EX 436

4. ANS: F

PTS: 1

REF: EX 420

5. ANS: J

PTS: 1

REF: EX 457

6. ANS: K	PTS: 1	REF: EX 457
7. ANS: I	PTS: 1	REF: EX 438
8. ANS: L	PTS: 1	REF: EX 457
9. ANS: A	PTS: 1	REF: EX 440
10. ANS: G	PTS: 1	REF: EX 420
11. ANS: D	PTS: 1	REF: EX 445
12. ANS: C	PTS: 1	REF: EX 440

MULTIPLE CHOICE

1. Applications typically include an interface to assist the user in using the system, ranging from special buttons that assist in existing specific tasks to changing the entire Excel interface with customized _____.

a. commands
b. menus
c. toolbars
d. all of the above

ANS: D PTS: 1 REF: EX 422

2. The following is a valid function name: _____.

a. FY2010
b. Print_Area
c. Net-Income
d. none of the above

ANS: D PTS: 1 REF: EX 424

3. Range names must begin with _____.

a. a letter
b. the underscore character
c. a number
d. either a. or b.

ANS: D PTS: 1 REF: EX 424

4. After the first character in a range name, the following is acceptable: _____.

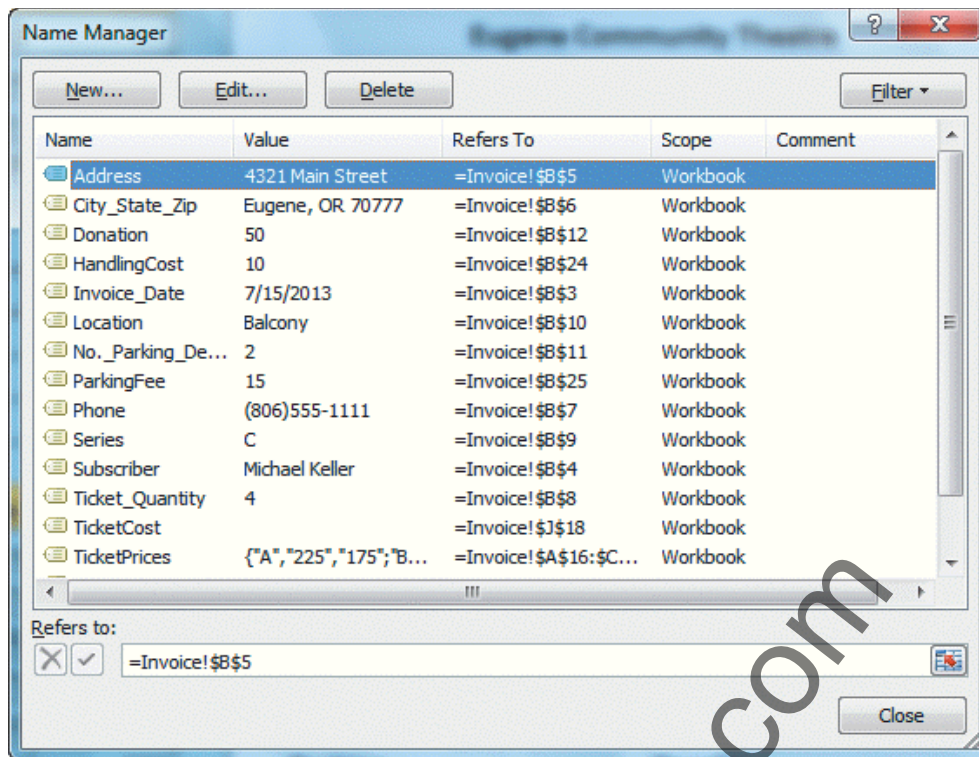
a. hyphen
b. space
c. periods
d. either a. or b.

ANS: C PTS: 1 REF: EX 424

5. Range names can be up to _____ characters.

a. 15
b. 27
c. 56
d. 255

ANS: D PTS: 1 REF: EX 424



6. The most direct way to create defined names like the kind shown in the accompanying figure is to use the ____ box on the formula bar.
- Definition
 - Name
 - Term
 - Label

ANS: B PTS: 1 REF: EX 424

7. In the figure above, clicking the New button, opens the New Name dialog box.
- Name
 - Macro
 - Label
 - Range

ANS: A PTS: 1 REF: EX 427

8. In the figure above, the column labeled "Refers to" is the name's ____.
- link location
 - location in the worksheet
 - target location in the worksheet
 - none of the above

ANS: B PTS: 1 REF: EX 427

9. Using defined names like the kind shown in the accompanying figure makes creating and understanding a(n) ____ easier.
- index
 - log
 - formula
 - all of the above

ANS: C PTS: 1 REF: EX 451

10. In the City_State_Zip field name shown in the accompanying figure, the underscores replace ____ in the label name.
- spaces
 - periods
 - commas
 - numbers

ANS: A PTS: 1 REF: EX 427

11. The current data in the ParkingFee cell, according to the accompanying figure, is ____.
- a. 25
 - b. 8
 - c. 2
 - d. 15

ANS: D PTS: 1 REF: EX 427

12. The ____ box displays all of the names in the workbook.
- a. Name
 - b. Ranges
 - c. Definition
 - d. Terms

ANS: A PTS: 1 REF: EX 425

13. If your data is organized in a tabular format, you can quickly create range names for each column or row in the list by using the ____ dialog box.

- a. Make from Table
- b. Name
- c. Create from Selection
- d. Assign

ANS: C PTS: 1 REF: EX 426

14. Any blanks or parentheses in a row or column label will be changed to ____ in defined names.

- a. ampersands
- b. underscore characters
- c. hyphens
- d. dashes

ANS: B PTS: 1 REF: EX 426

15. The Excel data ____ feature restricts data entry to follow a defined set of rules.

- a. error-checking
- b. rule-based
- c. validation
- d. contingent

ANS: C PTS: 1 REF: EX 436

16. An input message appears when the cell becomes active, and can be used to specify the ____ of data the user should enter in that cell.

- a. aspect
- b. type
- c. format
- d. cast

ANS: B PTS: 1 REF: EX 436

17. Using the Excel data validation feature, you can specify a(n) ____ of acceptable values.

- a. roster
- b. series
- c. array
- d. range

ANS: D PTS: 1 REF: EX 438

18. One way to ensure that correct data is entered into a cell or range is to use the Excel data ____ feature.

- a. validation
- b. concatenation
- c. security
- d. index

ANS: A PTS: 1 REF: EX 442

19. In the Allow list box in the Data Validation dialog box, the ____ option means that the cell will accept only integers.

- a. Integer
- b. Decimal
- c. Numerical
- d. Whole Number

ANS: D PTS: 1 REF: EX 438

20. In the Allow list box in the Data Validation dialog box, the ____ option means that the cell will accept any type of numeric value.
- a. Whole Number
 - b. Any Number
 - c. Decimal
 - d. Integer

ANS: C PTS: 1 REF: EX 438

21. In the Allow list box in the Data Validation dialog box, the ____ option means that the cell will accept only values from a list.
- a. List
 - b. Index
 - c. Roster
 - d. Catalog

ANS: A PTS: 1 REF: EX 438

22. In the Allow list box in the Data Validation dialog box, the ____ option means that the cell will accept only text of a specified number of characters.
- a. Custom
 - b. Text Length
 - c. Any Value
 - d. Specified Text

ANS: B PTS: 1 REF: EX 438

23. In the Allow list box in the Data Validation dialog box, the ____ option means that the validation rule will be based on an Excel logical formula.
- a. Rule
 - b. Logical
 - c. Custom
 - d. Validation

ANS: C PTS: 1 REF: EX 438

24. In the Allow list box in the Data Validation dialog box, the ____ option means that the cell will accept only times.
- a. Chronology
 - b. Clock
 - c. Time
 - d. Calendar

ANS: C PTS: 1 REF: EX 438

25. In the Allow list box in the Data Validation dialog box, the ____ option means that the cell will accept only dates.
- a. Calendar
 - b. Schedule
 - c. Date
 - d. Timeline

ANS: C PTS: 1 REF: EX 438

26. Sometimes when you build a worksheet for other users, you may decide to add a(n) ____ message to a cell even if you don't validate the data in that cell.
- a. value
 - b. input
 - c. key
 - d. user

ANS: B PTS: 1 REF: EX 440

27. To open the ____ dialog box, click the Data tab on the Ribbon, and then click Data Validation in the Data Tools group.
- a. Data Validation
 - b. Data Entry
 - c. Data
 - d. Validation

ANS: A

PTS: 1

REF: EX 438

28. Which of the following is a tab in the Data Validation dialog box?
- a. Settings
 - b. Input Message
 - c. Error Alert
 - d. All of the above

ANS: D

PTS: 1

REF: EX 439

29. You use the _____ tab in the Data Validation dialog box to enter the validation rules for the active cell.
- Active Cell
 - Rules
 - Settings
 - Input Message

ANS: C

PTS: 1

REF: EX 439

30. One way of reducing the chance of data-entry error is to display a(n) ____ message when a user clicks on the cell.
- a. value c. key
b. input d. user

ANS: B

PTS: 1

REF: EX 440

31. A(n) _____ message provides additional information about the type of data allowed for the cell.
- | | |
|---------|----------|
| a. user | c. input |
| b. key | d. value |

ANS: C

PTS: 1

REF: EX 440

32. _____ messages appear as ScreenTips next to the active cell.
- a. Value c. Key
b. Input d. User

ANS: B

PTS: 1

REF: EX 440

33. The following are Excel-supported error alert types: ____.
- | | |
|------------------------------------|-----------------------------------|
| a. Stop, Warning, and Alert | c. Security, Warning, and Alert |
| b. Alert, Warning, and Information | d. Stop, Warning, and Information |

ANS: D

PTS: 1

REF: EX 440

34. Excel supports ____ types of error alerts.
- two
 - three

ANS: B

PTS: 1

REF: EX 440

35. The most serious error alert is the ____ alert.
- | | |
|----------------|-------------|
| a. Warning | c. Security |
| b. Information | d. Stop |

ANS: D

PTS: 1

REF: EX 440

36. After the Stop alert, the next alert in severity is the ____ alert.
- | | |
|----------------|---------------|
| a. Information | c. Validation |
| b. Security | d. Warning |

ANS: D

PTS: 1

REF: EX 440

37. The least severe error alert is the ____ alert.

- a. Stop
- b. Security
- c. Information
- d. Warning

ANS: C PTS: 1 REF: EX 440

38. The ____ alert accepts the invalid data but still allows you to cancel the data entry.

- a. Information
- b. Stop
- c. Security
- d. Warning

ANS: A PTS: 1 REF: EX 440

39. When you ____ a workbook, you control the ability users have to make changes to the file.

- a. ensure
- b. protect
- c. secure
- d. seal

ANS: B PTS: 1 REF: EX 437

40. Every cell in a workbook has a(n) ____ property that determines whether or not changes can be made to that cell.

- a. ensured
- b. locked
- c. security
- d. changeable

ANS: B PTS: 1 REF: EX 445

41. Usually, you will want to protect a worksheet but leave some cells ____.

- a. open
- b. empty
- c. clear
- d. unlocked

ANS: D PTS: 1 REF: EX 445

42. When you protect a sheet, unless you are concerned the users will turn off protection and make changes to formulas, it is probably best not to specify a ____.

- a. lock
- b. password
- c. username
- d. any of the above

ANS: B PTS: 1 REF: EX 445

43. When you set up worksheet protection, you can allow users to ____.

- a. insert new rows or columns
- b. delete rows and columns
- c. select any cell in the worksheet.
- d. any of the above

ANS: D PTS: 1 REF: EX 445

44. Protecting the ____ prohibits users from renaming, deleting, hiding, or inserting worksheets.

- a. skeleton
- b. structure
- c. format
- d. location

ANS: B PTS: 1 REF: EX 447

45. Protecting the ____ prohibits users from moving, resizing, closing, or hiding parts of the Excel window.

- a. structure
- b. windows
- c. content
- d. all of the above

ANS: B

PTS: 1

REF: EX 447

46. When a workbook is protected such that options to modify the worksheet are no longer available, what do the corresponding commands on the shortcut menu look like?
- a. They are hidden.
 - b. They are in red.
 - c. They are in italics.
 - d. They are grayed out.

ANS: D

PTS: 1

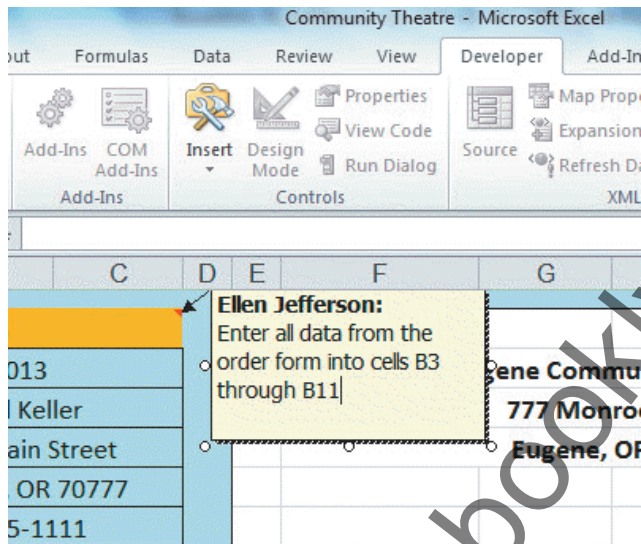
REF: EX 448

47. To remove workbook protection, click the Unprotect Workbook button in the ____ group on the Review tab.
- a. Format
 - b. Changes
 - c. Sheet
 - d. Options

ANS: B

PTS: 1

REF: EX 449



48. Comments like those in the accompanying figure are often used to ____.
- a. explain the contents of a particular cell
 - b. provide instructions to users
 - c. share ideas and notes from several users collaborating on a project
 - d. all of the above

ANS: D

PTS: 1

REF: EX 449

49. To keep a comment like the one in the accompanying figure on the screen, in the Comments group on the ____ tab, click the Show/Hide Comment button.
- a. Review
 - b. Format
 - c. Options
 - d. Home

ANS: A

PTS: 1

REF: EX 450

50. Most ____ are not harmful and do not affect data in any way.
- a. viruses
 - b. macro viruses
 - c. Trojan horses
 - d. all of the above

ANS: B

PTS: 1

REF: EX 455

51. The ____ Center is a central location for all the security settings in Office 2007.

- ANS: C PTS: 1 REF: EX 456

ANS: C PTS: 1 REF: EX 456

ANS: C PTS: 1 REF: EX 456

ANS: C PTS: 1 REF: EX 457

ANS: C PTS: 1 REF: EX 457

ANS: A PTS: 1 REF: EX 457

ANS: C PTS: 1 REF: EX 457

ANS: D PTS: 1 REF: EX 458

ANS: B PTS: 1 REF: EX 458

60. You can turn off the macro recorder by clicking the Stop Recording button in the Code group on the ____ tab.
- a. Insert
 - b. Developer
 - c. Layout
 - d. Macro
- ANS: B PTS: 1 REF: EX 458
61. If a ____ error appears when you run a macro that has worked in the past, some part of the macro code no longer makes sense to Excel.
- a. syntax
 - b. run-time
 - c. logic
 - d. baseline
- ANS: B PTS: 1 REF: EX 462
62. The ____ Reference button controls how Excel records the act of selecting a range in the worksheet.
- a. Absolute
 - b. Relative
 - c. Relational
 - d. Macro
- ANS: B PTS: 1 REF: EX 462
63. To view the code of a macro, you need to open the Visual Basic ____.
- a. Manager
 - b. Code Window
 - c. Reader
 - d. Editor
- ANS: D PTS: 1 REF: EX 464
64. When you find an error in a macro, all of the following are options EXCEPT ____.
- a. rerecord the macro using the same macro name
 - b. delete the recorded macro, and then record the macro again
 - c. recopy the macro from the macro library
 - d. run the macro one step at a time to locate the problem and then correct it
- ANS: C PTS: 1 REF: EX 464
65. In VBA, macros are called ____ procedures.
- a. body
 - b. sub
 - c. commented
 - d. modular
- ANS: B PTS: 1 REF: EX 466
66. Each sub procedure in VBA begins with the keyword "Sub" followed by the name of the sub procedure and a set of ____.
- a. brackets
 - b. braces
 - c. parentheses
 - d. asterisks
- ANS: C PTS: 1 REF: EX 466
67. In VBA procedures, the ____ are used if you want to include any arguments in the procedure.
- a. underscores
 - b. brackets
 - c. braces
 - d. parentheses
- ANS: D PTS: 1 REF: EX 466
68. After the comments in VBA code is the ____ of the macro.
- a. module
 - c. procedure

- b. body d. command

ANS: B PTS: 1 REF: EX 466

69. Sub procedures are organized into ____.

- a. modules c. macros
b. comments d. logs

ANS: A PTS: 1 REF: EX 466

70. Excel 2010 enables you to change the Ribbon to fit your work style. Among many other customization features, you can do all of the following EXCEPT ____.

- a. eliminate the Ribbon c. hide tabs or commands
b. minimize the Ribbon d. rename tabs or commands

ANS: A PTS: 1 REF: EX 472

Case-Based Critical Thinking Questions

Case 8-1

Joe knows that macros can be helpful to him in his work with Excel spreadsheets, but he also knows they have their hazards, so he comes to you for guidance about what kind of security settings he should put in place, and at what times.

71. While he just getting his feet wet with Excel, you suggest to Joe that he might want to begin without having his installation of Excel have any macros run at all. Which of the following options would he select in the Trust Center?

- a. Disable all macros without notification
b. Cancel all macros
c. Disable a macro with notification
d. Disable all macros except digitally signed macros

ANS: A PTS: 1 REF: EX 455 TOP: Critical Thinking

72. As Joe gets more comfortable with Excel, he thinks that he might be able to decide whether or not to run a macro on a case-by-case basis. What should his option be in the Trust Center?

- a. Disable all macros without notification
b. Cancel all macros
c. Disable a macro with notification
d. Disable all macros except digitally signed macros

ANS: C PTS: 1 REF: EX 455 TOP: Critical Thinking

73. As Joe does more even work in Excel, Joe has begun to develop a collection of publishers whom he trusts to deliver macros that are problem-free. What should his option be in the Trust Center?

- a. Enable all trusted macros
b. Enable all macros
c. Disable all macros except digitally signed macros
d. Disable a macro with notification

ANS: C PTS: 1 REF: EX 455 TOP: Critical Thinking

74. Now it's a year later and Joe is taking coursework to become a VBA programmer. He is working on developing an application that contains macros. Which should his option be in the Trust Center?

- a. Enable all trusted macros

- b. Enable all macros
- c. Disable all macros except digitally signed macros
- d. Disable a macro with notification

ANS: B PTS: 1 REF: EX 455 TOP: Critical Thinking

Case-Based Critical Thinking Questions

Case 8-2

Renee has just completed some coursework in Excel application writing and wants to begin developing her own macros to share more widely. She knows that she has to learn more about digital signatures in order to make her plan a reality.

75. What is the best phrase to describe a digital signature?
- a. a merit badge
 - b. an indication of value
 - c. an invitation to collaborate
 - d. a seal of approval

ANS: D PTS: 1 REF: EX 457 TOP: Critical Thinking

76. Which of the following is a true statement about digital signatures?
- a. Adding a digital signature is the first step before you distribute a file.
 - b. A digital signature is often used to identify the author of a workbook that contains macros.
 - c. Before you can add a digital ID to a workbook, you need to obtain a digital signature.
 - d. Digital certificates are usually issued by Microsoft.

ANS: B PTS: 1 REF: EX 457 TOP: Critical Thinking

77. By digitally signing a workbook that contains a macro that she intends to publicly distribute, Renee assures her audience ____.
- a. of the identity of the creator of the macro
 - b. that the macro has not been altered since the digital signature was created
 - c. that the macro will perform as expected
 - d. both a. and b.

ANS: D PTS: 1 REF: EX 457 TOP: Critical Thinking

78. Which of the following can Renee NOT tell when she opens a digitally signed file?
- a. who the author is
 - b. whether the information in the file is authentic
 - c. whether the macros in the workbook are safe to run
 - d. whether the macro will perform as expected

ANS: D PTS: 1 REF: EX 457 TOP: Critical Thinking

Case-Based Critical Thinking Questions

Case 8-3

Javier tells you that your work in Excel will go a lot faster if you start using defined names instead of cell and range addresses. You believe him but you have been frustrated by defined names in the past because you did not know the rules for naming them and you have run into errors as a result. Javier offers to help you.

79. Which of the following is true statement Javier can make about defined names as he is explaining the rules to you?
- a. The name can include letters, numbers, periods, and underscores

- b. To distinguish multiword names, use a hyphen between the words
- c. Defined names are case sensitive
- d. All of the above

ANS: A PTS: 1 REF: EX 424 TOP: Critical Thinking

80. Which of the following is a valid defined name Javier can provide to you?

- a. .FY2010
- b. F-Y2010
- c. FY2010
- d. FiscalYear2010

ANS: D PTS: 1 REF: EX 424 TOP: Critical Thinking

COMPLETION

1. A(n) _____ is a spreadsheet written or tailored to meet the user's specific needs.

ANS: Excel application

PTS: 1 REF: EX 420

2. In addition to referring to cells by their cell references, it is easier to remember where different data is stored by assigning a descriptive _____, to each cell or range.

ANS: name

PTS: 1 REF: EX 423

3. One way to ensure that correct data is entered into a cell or range is to use the Excel data _____ feature.

ANS: validation

PTS: 1 REF: EX 436

4. In the Allow list box in the Data Validation dialog box, the _____ option means that the cell will accept any value entered into the cell.

ANS: Any value

PTS: 1 REF: EX 438

5. In the Allow list box in the Data Validation dialog box, the _____ option means that the cell will accept only dates.

ANS: Date

PTS: 1 REF: EX 438

6. In the Allow list box in the Data Validation dialog box, the _____ option means that the cell will accept only times.

ANS: Time

PTS: 1 REF: EX 438

7. Input messages appear as _____ next to the active cell.

ANS: ScreenTips

PTS: 1 REF: EX 440

8. The _____ alert by default rejects the invalid data, but allows you to override the rejection.

ANS: Warning

PTS: 1 REF: EX 440

9. The _____ alert prevents you from storing the data in the cell.

ANS: Stop

PTS: 1 REF: EX 440

10. When you _____ a workbook, you control the ability users have to make changes to the file.

ANS: protect

PTS: 1 REF: EX 445

11. A protected sheet can always be unprotected, but you can also require users to enter a(n) _____ before the protection is removed.

ANS: password

PTS: 1 REF: EX 445

12. To open the Protect Sheet dialog box, click the Review tab on the Ribbon, and then click the Protect Sheet button in the _____ group.

ANS: Changes

PTS: 1 REF: EX 446

13. Protecting the _____ of a workbook prohibits users from moving, resizing, closing, or hiding parts of the Excel window.

ANS: windows

PTS: 1 REF: EX 447

14. A(n) _____ is a text box that is attached to a specific cell in a worksheet.

ANS: comment

PTS: 1 REF: EX 437

15. A(n) _____ is a series of stored commands that can be run whenever you need to perform a task.

ANS: macro

PTS: 1 REF: EX 453

16. A macro _____ uses a program's own macro programming language for distribution.

ANS: virus

PTS: 1 REF: EX 455

17. You control how Excel handles suspect macros by setting Excel's _____.

ANS: security level

PTS: 1 REF: EX 455

18. A digital _____ is often used to identify the author of a workbook that contains macros.

ANS: signature

PTS: 1 REF: EX 457

19. A digital _____ is typically issued by a certificate authority.

ANS: certificate

PTS: 1 REF: EX 457

20. You can create a(n) _____ key that will run a macro directly from the keyboard.

ANS: shortcut

PTS: 1 REF: EX 458

ESSAY

1. List three advantages to using defined names instead of cell references.

ANS:

A name is more descriptive than a cell reference, making it easier for you to remember a cell or range's content. Names can be used in formulas, making it easier for users to understand the calculations being performed. Also, if you move a named cell or range within a worksheet, its name moves with it. Any formulas that contain the name automatically refer to the new location. In a formula, a named cell or range is the same as using the cell or range's absolute reference, so if you move a formula that includes a defined name, the reference remains pointed to the correct cell or range.

PTS: 1

REF: EX 423

TOP: Critical Thinking

2. What are the steps for creating a validation rule?

ANS:

In the Data Tools group on the Data tab, click the Data Validation button. Click the Settings tab. Click the Allow arrow, click the type of data allowed in the cell, and then enter the validation criteria for that data. Click the Input Message tab, and then enter a title and text for the input message. Click the Error Alert tab, and then, if necessary, click the Show error alert after invalid data is entered check box to insert a check mark. Select an alert style, and then enter the title and text for the error alert message. Click the OK button.

PTS: 1

REF: EX 438

TOP: Critical Thinking

3. Describe the four macro security settings.

ANS:

Disable all macros without notification: All macros in all workbooks are disabled and no security alerts about macros are displayed. Use this setting if you do not want macros to run.

Disable all macro with notification: All macros in all workbooks are disabled, but security alerts appear when the workbook contains a macro. Use this default setting to choose on a case-by-case basis whether to run a macro.

Disable all macros except digitally signed macros: The same as the Disable a macro with notification setting, except any macro signed by a trusted publisher runs if you have already trusted the publisher. Otherwise, security alerts appear when a workbook contains a macro.

Enable all macros: All macros in all workbooks run. Use this setting temporarily in such cases as when developing an application that contains macros. This setting is not recommended for regular use

PTS: 1

REF: EX 455

TOP: Critical Thinking