# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Microsoft Office 2013: Excel Chapter 10 – Multiple Choice

# Instructions: Circle the best answer.

1. A \_\_\_\_\_ is a series of precise instructions for a computer.
2. data form
3. constraint
4. formula
5. procedure
6. You create macros using a code generator called a macro \_\_\_\_\_.
7. editor
8. manager
9. recorder
10. wizard
11. A \_\_\_\_\_ is created by performing a set of steps and recording the steps as they are performed.
12. macro
13. control
14. data form
15. program
16. Excel provides all of the following levels of protection from macro viruses EXCEPT \_\_\_\_\_.
17. Enable all macros
18. Enable only trusted sources
19. Disable all macros with notification
20. Disable all macros except digitally signed macros
21. With form controls, only one of the option buttons on the form can be selected unless the option buttons are \_\_\_\_\_.
22. disabled
23. installed
24. grouped
25. enabled
26. Each form control available in the Controls gallery has many \_\_\_\_\_, or characteristics, that can be set to determine the control’s appearance and behavior.
27. programs
28. properties
29. procedures
30. objects
31. VBA code is entered in the Visual Basic Editor, which is accessed from the \_\_\_\_\_ tab on the ribbon.
32. DEVELOPER
33. INSERT
34. FORMAT
35. CODE
36. Code entered in the \_\_\_\_\_ window is executed upon exiting the VBE.
37. Design
38. Execution
39. Validation
40. Immediate
41. A(n) \_\_\_\_\_ is an electronic, encrypted, and secure stamp of authentication on a document.
42. certificate
43. macro
44. digital signature
45. e-stamp
46. A digital certificate that you create yourself is called a(n) \_\_\_\_\_.
47. event-driven document
48. self-signed project
49. iSignature
50. auto-signature certificate