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

Microsoft Office 2013: Excel Chapter 10 – Short Answer

Instructions: Fill in the best answer.

1. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is created from a range of cells, and uses the column headings from that range to create the fields on the form.

2. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a procedure composed of VBA code.

3. After recording a macro, you can play it back, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it, as often as you want to repeat the steps you recorded with the macro recorder.

4. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is used to identify a macro when you want to execute it.

5. If you will be using keyboard navigation, you must ensure that the ‘Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’ button in the Code group on the DEVELOPER tab is selected so that the macro works properly.

6. You can use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button on the status bar to start or stop recording a macro.

7. A computer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a potentially damaging computer program designed to affect, or infect, your computer negatively by altering the way it works without your knowledge or permission.

8. You use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Excel and all Office applications to enter, modify, and view VBA code.

9. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program includes procedures that are executed when specific actions taken by the user or other events occur.

10. Testing new code before you enter it in the Visual Basic Editor by stepping through the instructions one at a time yourself is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.