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

Microsoft Office 2013: Excel Chapter 10 – True/False

Instructions: Circle T if the statement is true or F if the statement is false.

1. The process of writing a procedure is called desk checking.
T
F

2. Passwords in Excel can contain, in any combination, letters, numbers, spaces, and symbols.
T
F

3. Cells must be locked and the worksheet protected to restrict what users can do to cell contents.
T
F

4. The DEVELOPER tab on the ribbon includes commands used to work with macros.
T
F

5. A macro name can be up to 255 characters long; it can contain numbers, letters, and underscores, but it cannot contain spaces or other punctuation.
T
F

6. In the Record Macro dialog box, you can select the location to store the macro in the ‘Store macro in’ box. If you want a macro to be available to use in any workbook whenever you use Microsoft Excel, select My Macros in the Store macro in list.
T
F

7. Excel’s existing shortcut keys take precedence over macro shortcut keys.
T
F

8. By default, the macro security level is set to Enable all macros.

T
F

9. In VBA code, comments begin with an asterisk.
T
F

10. You can obtain a digital certificate from a commercial certificate authority, from your network administrator, or you can create a digital signature yourself.
T
F