Excel Tutorial 8

1. (1.0 point)
Range names must begin with ____.
   a. a letter
   b. the underscore character
   c. a number
   d. either a. or b.

2. (1.0 point)
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

3. (1.0 point)
The Excel data ____ feature restricts data entry to follow a defined set of rules.
   a. error-checking
   b. rule-based
   c. validation
   d. contingent

4. (1.0 point)
Using the Excel data validation feature, you can specify a(n) ____ of acceptable values.
   a. roster
   b. series
   c. array
   d. range

5. (1.0 point)
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

6. (1.0 point)
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

7. (1.0 point)
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
8. (1.0 point)
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
   b. input
   c. key
   d. user

9. (1.0 point)
The most serious error alert is the ____ alert.
   a. Warning
   b. Information
   c. Security
   d. Stop

10. (1.0 point)
After the Stop alert, the next alert in severity is the ____ alert.
    a. Information
    b. Security
    c. Validation
    d. Warning

11. (1.0 point)
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

12. (1.0 point)
Protecting the ____ prohibits users from renaming, deleting, hiding, or inserting worksheets.
    a. skeleton
    b. structure
    c. format
    d. location

13. (1.0 point)
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

14. (1.0 point)
A digital ____ is like a seal of approval.
    a. affidavit
    b. clause
    c. signature
    d. salutation
15. (1.0 point)
A macro can be stored in ____.
a. the current workbook
b. the Personal Macro workbook
c. a new workbook
d. any of the above

16. (1.0 point)
The ____ Macro workbook is a hidden workbook opened whenever you start Excel, making its macros available anytime you use Excel.
a. Universal
b. Personal
c. Microsoft
d. XP

17. (1.0 point)
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

18. (1.0 point)
To view the code of a macro, you need to open the Visual Basic ____.
a. Manager
b. Code Window
c. Reader
d. Editor

19. (1.0 point)
In VBA, macros are called ____ procedures.
a. body
b. sub
c. commented
d. modular

20. (1.0 point)
After the comments in VBA code is the ____ of the macro.
a. module
b. body
c. procedure
d. command

21. (1.0 point)
For cell and range names, names of 25 to 50 characters are considered practical, although names can be up to 255 characters.
a. True
b. False
22. (1.0 point)
The frequency of error alert determines what choices the user is presented with when an invalid entry is attempted.
a. True 
b. False 

23. (1.0 point)
Even when the worksheet is unprotected, the locked property determines whether or not changes can be made to a given cell.
a. True 
b. False 

24. (1.0 point)
Once you protect a worksheet, the locked property is enabled and controls whether or not a cell can be edited.
a. True 
b. False 

25. (1.0 point)
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.
a. True 
b. False 

26. (1.0 point)
Each macro must have a unique name.
a. True 
b. False 

27. (1.0 point)
When you open a file with macros, the response you see is based on the security level set on the computer.
a. True 
b. False 

28. (1.0 point)
When the Ribbon is minimized, only the Quick Access Toolbar and the tab names are displayed.
a. True 
b. False 

29. (1.0 point)
A range name is more descriptive than a(n) cell reference.a. True 
b. False 

30. (1.0 point)
Any blanks or parentheses in row or column labels are changed to underscore characters in defined names.
a. True 
b. False
31. (1.0 point)
The *Name* dialog box lists all of the names currently defined in the workbook, including Excel table names.
   a. True
   b. False

32. (1.0 point)
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.
   a. True
   b. False

33. (1.0 point)
You use the *Rules* tab in the Data Validation dialog box to enter the validation rules for an active cell.
   a. True
   b. False

34. (1.0 point)
When you **lock** a workbook, you control the ability users have to make changes to the file.
   a. True
   b. False

35. (1.0 point)
Every cell in a workbook has a(n) **sealed** property that determines whether or not changes can be made to that cell.
   a. True
   b. False

36. (1.0 point)
The default is to protect only the **appearance** of a workbook.
   a. True
   b. False

37. (1.0 point)
The *Visual Basic Editor* is a separate application that works with Excel and all of the Office products to edit and manage VBA code.
   a. True
   b. False