**Question 1**

You have decided to write a macro to quickly and easily generate an expense sheet. Follow the steps carefully and answer the questions as you go.

Create a new blank workbook. Save it with the name **Expenses** and change the file type to one that will support macros. Which of the following would be a valid option?

* Macro-Enabled Workbook (.xlsm)
* CSV (.csv)
* Excel Template (.xltx)
* Excel Workbook (.xlsx)

**Question 2**

Which option would we click on the **Developer** tab to add a trusted location?

* Macros
* COM Add-Ins
* Macro Security
* Visual Basic

**Question 3**

Record a Macro following these steps (you may wish to run through them first).

1. Ensure **Relative Referencing** is off. Click in **B1**. Open the record macro dialog, change the macro name to **Expenses**, give it a shortcut key Ctrl+Shift+E, click OK to start recording
2. Click in **A1** and type **Expenses**, click Enter twice.
3. In **A3** type **Date**, in **B3** type **Description**, in **C3** type **Distance** and in **D3** type **Cost**, press Enter.
4. In **A4** type **=TODAY()-WEEKDAY(TODAY(),3)** to get the first date of the current week. Press Enter.
5. Copy **A4** and Paste Values into **A4** to replace the calculation with the result.
6. Use the Fill Handle to copy **A4** down to **A8**. Press Enter
7. In **A9** type **TOTAL**, press Tab three times.
8. In **D9** type **=SUM(D4:D8)** and press Enter.
9. Change the font size of **A1** to 20 and widen column **B**.
10. Click Stop Record and save your workbook.

If you made a mistake while recording, you could always stop recording, delete the macro and start again…

* True
* False

**Question 4**

Open the Macro in the Visual Basic editor. The very first line should say **Sub Expenses()**. We are not going to change it but if someone changes it to **Sub Travel Expenses()** what will happen?

* The macro will not be affected
* The Macro will now be called Travel Expenses
* The Macro will generate an error
* When we run the macro the heading in the worksheet will say Travel Expenses

**Question 5**

Look at the lines of code directly beneath the **Sub** with the apostrophes (') in front, these lines are called…

* Comments
* Executable Code
* Reserved Words
* Statements

**Question 6**

Look at the line that says:

**' Keyboard Shortcut: Ctrl+Shift+E**

If we changed it to Ctrl+E what will happen?

* The macro will not be affected
* The Macro will generate an error
* The keyboard shortcut for the macro will be changed to Ctrl+E
* We will now be able to run the Macro using Ctrl+E or Ctrl+Shift+E

**Question 7**

Find the line of code that does the **SUM**. It looks a bit unusual as it is a relative reference formula. Which of the following formulas is correct (as shown in your code):

* ActiveCell.FormulaR1C1 = "=SUM(R[-5]C:R[-1]C)"
* ActiveCell.FormulaR1C1 = "=SUM(R[5]C[1]:R[-1]C[1])"
* ActiveCell.FormulaR1C1 = "=SUM(R[5]C:R[1]C)"
* ActiveCell.FormulaR1C1 = "=SUM(R[-5]C[1]:R[-1]C[1])"

**Question 8**

In the formula above, if we were to replace the 5 with a 4 what would happen when we ran the macro?

* The **SUM** function generated would add the values from **D5:D8**
* The macro will not be affected
* The macro will error
* The **SUM** function generated would add the values from **D5:D9**

**Question 9**

Find the line of code that says

**.Size = 20**

Change it to

**.Size = 24**

Which of these statements is true:

* The column width will be set to 24pt next time the macro is run
* The heading **Expenses** will be set to size 24 next time the macro is run
* The heading **Expenses** in the workbook will immediately be changed to size 24
* The column width will immediately be changed to 24pt wide

**Question 10**

Return to the Excel spreadsheet. Which keyboard shortcut can we use for this (on the PC)?

* Alt+F11
* Ctrl+F11
* Shift+F11
* Ctrl+Shift+F11

**Question 11**

Click in a blank worksheet (if necessary add one). Click into cell **B2** and run the macro. Which statement is true of the heading **Expenses**? (Note: If the macro generates an error, try recording it again and don't make any edits to it.)

* It has been inserted in **A1** because all macros start in **A1**
* It has been inserted in **A1** but if relative referencing had been on it would be in **A2**
* It has been inserted in **A2** because it is a relative reference macro
* It has been inserted in **A1** because the macro uses relative referencing

**Question 12**

In **C4** enter the distance 52.5 and copy down to **C8**. We want to record a macro that will multiply the distance travelled in the cell to the left by 0.73.

Click in **D4** and record a relative reference macro called **Calc** that multiplies the value in the cell to the left by 0.73, press Enter, and then stop recording. Open the macro in the VBA editor. What is the second line of executable code?

* ActiveCell.Offset(1, 0).Range("C5").Select
* ActiveCell.Offset(1, 0).Range("A1").Select
* Range("C4").Select
* Range("C5").Select

**Question 13**

Return to the spreadsheet and click in **D5**. Run the **Calc** macro. Which cell is now selected?

**Question 14**

We would like to be able to run the **Calc** macro from a button in the worksheet. Insert a shape in the worksheet and change the label to **Calc**. To run the macro we right click on the shape and select Run.

* True
* False

**Question 15**

Save your workbook but leave open. Create another blank workbook. Click in cell **A1** and type 192 then press Enter (to go to cell **A2**). Run the macro **Calc**. What result is returned and why?

* 140.16
* None of the above, you can't run the macro as it is not in this workbook
* 0
* #REF!