

✓ Congratulations! You passed!

Grade  
received 93.33%

Latest Submission  
Grade 93.33%

To pass 80% or  
higher

Go to next item

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.

1 / 1 point

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?

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

✓ Correct

Yes, this file type does support macros.

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

1 / 1 point

- ☐ Macros  
☐ Visual Basic  
☒ Macro Security  
☐ COM Add-Ins

✓ Correct

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

1 / 1 point

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

✓ Correct

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?

1 / 1 point

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

✓ Correct

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

1 / 1 point

- ☐ Reserved Words

- ☐ Statements
- ☒ Comments
- ☐ Executable Code

✓ Correct

6. Look at the line that says:

0 / 1 point

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

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

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

✗ Incorrect

No, that is not correct. This line is a comment and does not affect how the macro runs.

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):

1 / 1 point

- ☒ 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])"

✓ Correct

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

1 / 1 point

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

✓ Correct

9. Find the line of code that says

1 / 1 point

**.Size = 20**

Change it to

**.Size = 24**

Which of these statements is true:

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

✓ Correct

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

1 / 1 point

- ☒ Alt+F11
- ☐ Ctrl+Shift+F11
- ☐ Ctrl+F11
- ☐ Shift+F11

✓ Correct

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.)

1 / 1 point

- ☐ It has been inserted in **A1** because the macro uses relative referencing
- ☐ It has been inserted in **A2** because it is a relative reference macro
- ☐ 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**

✓ Correct

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.

1 / 1 point

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("C5").Select
- ☐ Range("C4").Select

✓ Correct

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

1 / 1 point

D6

✓ Correct

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.

1 / 1 point

- ☐ True
- ☒ False

✓ Correct

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?

1 / 1 point

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

✓ Correct

Yes, this is what you will get if you follow the instructions, but it is probably not what you want. Which cell should you select before you run the macro?