**Quick Concepts Check Answer Key  
Exploring Microsoft Excel 2016, Chapter 12**

1. **What are the benefits of using templates?**

Creating worksheets from templates provides a time savings by allowing the user to bypass basic file format and layout.

1. **What are the benefits of using cell styles?**

Cell styles are beneficial because they give the user the ability to quickly apply formatting to one or many cells in a single step.

1. **Why would you create a custom cell style?**

To create a custom cell style, choose New Cell Style from the Cell Styles gallery in the Styles group on the Home tab.

1. **What is the default file extension for a template?**

.xltx.

1. **Where are templates saved in Windows 10?**   
   C:\Users\username\Documents\Custom Office Templates.
2. **Why would you protect a workbook?**

You should protect a workbook when you would like to disable the ability for users to make changes to the workbook.

1. **What is the purpose of a macro?**

Macros can automate repetitive tasks for greater productivity.

1. **How are macros accessed after they have been recorded?**

After a macro is recorded, it can be run by selecting Run from the Macros button in Developer tab in the ribbon, applied to an object, or activated by a shortcut key. A macro’s code can be viewed or edited in the Visual Basic Editor which can be accessed by pressing Alt+F11.

1. **What potential risks are associated with macros?**

Macros can also contain viruses.

1. **When using Excel, why would you want to access the VBA editor?**

When using Excel, you would access the Visual Basic Editor to make changes to VBA statements.

1. **What is the difference between keywords and comments?**

Keywords are reserved in a programming language for a specific purpose. Comments can be added by the developer to add insight into the actions that the code performs.

1. **Why would it be necessary to create a custom function?**

Custom functions can be created to automate a calculation that cannot be completed within one of the preexisting functions in Excel.