**Multiple Choice Answer Key**

# Exploring Microsoft Excel 2016, Chapter 12

1. How do you enable the Developer tab?

**a. Open Backstage view, click Excel Options, click Customize Ribbon, and click Developer in the Customize the Ribbon window.**

2. You created an invoice template to prepare invoices for your consulting business. In Windows 10, where would you save the template so it is available in the available templates list in Backstage view?

**c. C:\Users\username\Documents\Custom Office Templates**

3. How do you create a new workbook based on a template you personally created?

**c. Click File, click New, click PERSONAL, and select the template.**

4. How do you set a picture as the background of a worksheet?

**b. Click Page Layout, click Background.**

5. What is the keyboard shortcut to access the VBA Editor?

**d. Alt+F11**

6. If you forget the password you used to protect an Excel worksheet, how do you reset it?

**a. You cannot reset it.**

7. In which programming language are Excel macros written?

**c. VBA**

8. Which of the following is *not* true about macros?

**d. Templates cannot contain macros.**

9. Which of the following statements is true about macro security?

**b. Setting your Trust Center options to include files in a specific folder and then saving macro-enabled files in that folder allows you to open those files with the content enabled.**

10. Which of the following workbook file extensions support macros?

a. .xlsm

b. .xlsb

c. .xltm

**d. All of the above**