**Key Term Matching Answer Key**

**Exploring Microsoft Excel, Chapter 12**

**1.** A special workbook file used as a model to create similarly structured workbooks.  
**N. Template**

**2.** A collection of colors, fonts, and special effects.  **O. Theme**

**3.** An image that appears behind the worksheet data onscreen; it does not print.

**A. Background**

**4.** A set of formatting options applied to worksheet cells.  **B. Cell Style**

**5.** Prevents users from making changes to a specific cell in a protected worksheet.  **E. Locked Cell**

**6.** A set of instructions that tells Excel which commands to execute.  **F. Macro**

**7.** A tool that records a series of commands in the sequence performed by a user and converts the commands into programming syntax.  **G. Macro Recorder**

**8.** A hidden workbook stored in the XL Start folder that contains macros and opens automatically when you start Excel.  **J. Personal Macro Workbook**

**9.** The Office application used to create, edit, execute, and debug macros using programming language.  **Q. Visual Basic Editor**

**10.**  A named sequence of statements that can be executed by the user or a macro.  **K. Procedure**

**11.** A special programming syntax used for a specific purpose that appears in blue in the Visual Basic Editor.  **D. Keyword**

**12.** Documents programming code, starts with an apostrophe, and appears in green in the VBA Editor.  **C. Comment**

**13.**  A group of commands in the VBA Editor that have the ability to perform actions in Excel when the Sub is executed.  **M. Sub Procedure**

**14.** An object that stores sub procedures and functions.  **H. Module**

**15.** A container that holds both data and code and represents an element of Excel.  **I. Object**

**16.** A software or hardware problem that prevents a program from working correctly.  **L. Run-Time Error**

**17.** A robust programming language that can be used within various software packages to enhance and automate functionality.  **P. Visual Basic for Applications (VBA)**