Illustrated Course Guide Microsoft Office 365 and Access 2016 Advanced 1st Edition Friedrichsen Test Bank

Name: _____   Class: _____   Date: _____

Access 2016 - Module 12: Creating Macros

1. A conditional expression determines whether a macro action will execute or not.
  a. True
  b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 298
	Understand Macros
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.219 - Define macro terminology
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2. An entry in a field can be used to initiate the execution of a macro.
  a. True
  b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 298
	Understand Macros
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.219 - Define macro terminology
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3. Arguments change depending upon the action chosen.
  a. True
  b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 300
	Create a Macro
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.221 - Describe macro actions
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4. An action block can be expanded or collapsed to view or hide details in Macro Design View.
  a. True
  b. False

ANSWER:	True

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POINTS:	1
REFERENCES:	Access 300 Create a Macro
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.220 - Create a macro
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5. Some arguments, such as the Title argument can be left empty.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 302 Modify Actions and Arguments
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.222 - Modify macro actions
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6. Macro actions are evaluated based on their order in the Macro Design View window, starting at the bottom.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 302 Modify Actions and Arguments
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.222 - Modify macro actions
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7. You cannot override existing Access key combinations such as [Ctrl][C] for copy with an Access AutoKey assignment.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 303 Modify Actions and Arguments
QUESTION TYPE:	True / False

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HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.222 - Modify macro actions
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8. You can assign a macro to a command button using the Command Button Wizard.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 304 Assign a Macro to a Command Button
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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9. You can assign a macro to a Ribbon or shortcut menu.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 304 Assign a Macro to a Command Button
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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10. It's common to put command buttons in the Form Footer so that users have a consistent location to find them.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 304 Assign a Macro to a Command Button
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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11. By default, an Access database is trusted.
     a. True
     b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 305 Assign a Macro to a Command Button
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.224 - Describe trusted folders and files
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12. In Access macros, conditional expressions are used in If statements.
     a. True
     b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 306 Use If Statements
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.225 - Apply If statements to macros
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13. All Access events are triggered by the user.
     a. True
     b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 308 Work with Events
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.226 - Attach macros to form events
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14. If statements may contain Else If and Else clauses.
     a. True
     b. False

ANSWER:	True

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POINTS:	1
REFERENCES:	Access 308
	Work with Events
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.225 - Apply If statements to macros
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15. Data macros appear in the Macros group in the Navigation Pane.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 310
	Create a Data Macro
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.227 - Create a data macro
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16. Fixing a broken macro generally involves breaking it down into smaller pieces that can be individually tested.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 336
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.228 - Describe debugging techniques
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17. Which of the following tasks is a good candidate for a macro?
    a. Printing several reports   b. Modifying the design of a form
    c. Building ad hoc reports   d. Creating graphs

ANSWER:	a
POINTS:	1
REFERENCES:	Access 298
	Understand Macros
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False

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LEARNING OBJECTIVES: ENHA.FRIE.16.229 - Describe the benefits of macros
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18. Which of the following is NOT a benefit of using macros?
    a. Decreases the number of objects required in the database
    b. Increases efficiency by automating routine tasks
    c. Increases accuracy by flagging data entry errors
    d. Improves flexibility by connecting forms and reports together through command buttons

ANSWER: a
POINTS: 1
REFERENCES: Access 298
Understand Macros
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.229 - Describe the benefits of macros
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19. ____ is a major benefit of using macros.
    a. Saving paper   b. Improving accuracy
    c. Eliminating forms and reports   d. Redesigning the database

ANSWER: b
POINTS: 1
REFERENCES: Access 298
Understand Macros
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.229 - Describe the benefits of macros
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20. Arguments provide ____.
    a. Conditional expressions that evaluate to true or false
    b. Additional information on how to carry out an action
    c. A way to store many macros together in a group
    d. A list of events that are associated with each control on a form

ANSWER: b
POINTS: 1
REFERENCES: Access 298
Understand Macros
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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LEARNING OBJECTIVES: ENHA.FRIE.16.219 - Define macro terminology
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21. Each macro task has a specified set of ____ that provide additional information on how to carry out the task.
    a. Actions   b. Arguments
    c. Events   d. None of the above
ANSWER: b
POINTS: 1
REFERENCES: Access 298
                             Understand Macros
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.219 - Define macro terminology
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22. A(n) ____ expression results in a true or false answer.
    a. Action   b. Conditional
    c. Group   d. Mathematical
ANSWER: b
POINTS: 1
REFERENCES: Access 298
                             Understand Macros
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.219 - Define macro terminology
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23. A(n) ____ is something that happens to a form, window, toolbar, or control that can be used to initiate the execution of a macro.
    a. Action   b. Event
    c. Argument   d. Submacro
ANSWER: b
POINTS: 1
REFERENCES: Access 298
                             Understand Macros
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.219 - Define macro terminology
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24. A(n) _____ is a collection of actions within a macro object that allows you to name and create multiple, separate macros within a single macro object.
    a. Action   b. Event
    c. Argument   d. Submacro

ANSWER: d
POINTS: 1
REFERENCES: Access 298
                            Understand Macros
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.219 - Define macro terminology
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25. OpenReport is an Access macro _____.
    a. Action   b. Event
    c. Condition   d. Group

ANSWER: a
POINTS: 1
REFERENCES: Access 300
                            Create a Macro
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.221 - Describe macro actions
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26. ApplyFilter, RunCommand, Close, and OpenReport are examples of macro _____.
    a. Actions   b. Arguments
    c. Groups   d. Conditions

ANSWER: a
POINTS: 1
REFERENCES: Access 300
                            Create a Macro
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.221 - Describe macro actions
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27. Which of the following is NOT a common macro action?
    a. DeleteRecord   b. SaveRecord
    c. OpenForm   d. CloseDesignView

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ANSWER:	d
POINTS:	1
REFERENCES:	Access 300
	Create a Macro
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.221 - Describe macro actions
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28. On Click is an example of a(n) ____.
    a. Event property   b. Bound control
    c. Command Button Wizard option   d. Macro action

ANSWER:	a
POINTS:	1
REFERENCES:	Access 304
	Assign a Macro to a Command Button
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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29. The best way to make a macro obviously available for many different forms would be to ____.
    a. Click the Run button from the Database Tools tab
    b. Run the macro from Macro Design View
    c. Assign the macro to a command button on the first form the user opens
    d. Assign the macro to the Ribbon

ANSWER:	d
POINTS:	1
REFERENCES:	Access 304
	Assign a Macro to a Command Button
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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30. In a macro, to refer to a value of a control on a form in a conditional expression, use the following syntax: ____.
    a. {Forms}!{formname}!{controlname}   b. [Forms]![formname]![controlname]
    c. Forms.(formname).(controlname)   d. Forms.formname(controlname)

ANSWER:	b
POINTS:	1

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REFERENCES:	Access 306
	Use If Statements
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.231 - Enter conditional expressions
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31. Which of the following would not constitute an event?
    a. Adding an action to a macro   b. Clicking a command button
    c. Opening a form   d. Closing a form

ANSWER:	a
POINTS:	1
REFERENCES:	Access 308
	Work with Events
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.226 - Attach macros to form events
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32. The click of a command button or making an entry in a field would be considered a(n) ＿＿＿＿.
    a. Macro   b. Action
    c. Condition   d. Event

ANSWER:	d
POINTS:	1
REFERENCES:	Access 308
	Work with Events
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.226 - Attach macros to form events
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33. Which of the following is NOT a valid table event for a data macro?
    a. After Got Focus   b. After Insert
    c. After Update   d. Before Delete

ANSWER:	a
POINTS:	1
REFERENCES:	Access 311
	Create a Data Macro
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False

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LEARNING OBJECTIVES:	ENHA.FRIE.16.232 - Describe the use of data macros
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34. Which argument of the OpenReport macro action determines the report that is opened?
     a. Report Name   b. Title
     c. View   d. On Click

ANSWER:	a
POINTS:	1
REFERENCES:	Access 303
	Modify Actions and Arguments
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.230 - Modify macro arguments
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35. Which argument of the MessageBox macro action determines the text in the Title Bar of the dialog box that is created?
     a. Message   b. View
     c. Type   d. Title

ANSWER:	d
POINTS:	1
REFERENCES:	Access 303
	Modify Actions and Arguments
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.230 - Modify macro arguments
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36. Which argument of the MessageBox macro action determines the icon in the dialog box that is created?
     a. Message   b. View
     c. Type   d. Title

ANSWER:	c
POINTS:	1
REFERENCES:	Access 303
	Modify Actions and Arguments
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.230 - Modify macro arguments
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37. Which argument of the MessageBox macro action determines the text in the dialog box that is created?
    a. Message   b. View
    c. Type   d. Title

ANSWER:	a
POINTS:	1
REFERENCES:	Access 303
	Modify Actions and Arguments
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.230 - Modify macro arguments
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38. A common three-character prefix for command buttons is _____.
    a. com   b. mmm
    c. cmd   d. btt

ANSWER:	c
POINTS:	1
REFERENCES:	Access 304
	Assign a Macro to a Command Button
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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39. The event property that is most commonly used with a command button is the _____ property.
    a. Push   b. Hover
    c. Select   d. On Click

ANSWER:	d
POINTS:	1
REFERENCES:	Access 304
	Assign a Macro to a Command Button
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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40. [Forms]![CustomerEntry]![CustPhone] is an example of _____ notation.
    a. exclamation   b. conditional
    c. macro   d. bang

ANSWER:	d

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POINTS:	1
REFERENCES:	Access 306
	Use If Statements
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.231 - Enter conditional expressions
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41. Which of the following is NOT an argument for the SetProperty action?
    a. View   b. Control Name
    c. Property   d. Value

ANSWER:	a
POINTS:	1
REFERENCES:	Access 306
	Use If Statements
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.230 - Modify macro arguments
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42. A(n) _____ is a database object that stores and executes a series of Access actions.

ANSWER:	macro
POINTS:	1
REFERENCES:	Access 298
	Understand Macros
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.219 - Define macro terminology
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43. A macro may contain one or more _____, the tasks that you want Access to perform.

ANSWER:	actions
POINTS:	1
REFERENCES:	Access 298
	Understand Macros
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.219 - Define macro terminology
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44. The _____ Catalog lists all available macro actions organized by category.

ANSWER:	Action
POINTS:	1
REFERENCES:	Access 299 Understand Macros
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.234 - Describe Macro Design View components
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45. The _____ button executes the selected Access macro.

ANSWER:	Run
POINTS:	1
REFERENCES:	Access 299 Understand Macros
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.234 - Describe Macro Design View components
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46. The action _____ organizes all of the arguments for a current action and is visually highlighted with a rectangle and gray background in Macro Design View.

ANSWER:	block
POINTS:	1
REFERENCES:	Access 300 Create a Macro
QUESTION TYPE:	Completion
HAS VARIABLES:	False
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47. ____ is a useful Access macro action because it opens a report.

ANSWER:	OpenReport
POINTS:	1
REFERENCES:	Access 300 Create a Macro
QUESTION TYPE:	Completion
HAS VARIABLES:	False
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48. You can assign a key combination to a macro by creating a macro with the name _____.

ANSWER:	AutoKeys
POINTS:	1
REFERENCES:	Access 303 Modify Actions and Arguments
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.222 - Modify macro actions
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49. A(n) _____ database allows you to run macros and VBA.

ANSWER:	trusted
POINTS:	1
REFERENCES:	Access 305 Assign a Macro to a Command Button
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.224 - Describe trusted folders and files
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50. To permanently trust a database, store the database in a trusted _____.

ANSWER:	folder
POINTS:	1
REFERENCES:	Access 305 Assign a Macro to a Command Button
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.224 - Describe trusted folders and files
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51. A(n) _____ is a specific activity that occurs within the database, such as clicking a command button, moving from record to record, editing data, or opening and closing a form.

ANSWER:	event
POINTS:	1
REFERENCES:	Access 308 Work with Events
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.226 - Attach macros to form events
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52. The On _____ event occurs when focus moves from one record to another.

ANSWER:	Current
POINTS:	1
REFERENCES:	Access 308
	Work with Events
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.226 - Attach macros to form events
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53. A(n) _____ macro allows you to embed macro capabilities directly in a table to add, change, or delete data based on conditions you specify.

ANSWER:	data
POINTS:	1
REFERENCES:	Access 310
	Create a Data Macro
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.227 - Create a data macro
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54. List four of the major benefits of using macros.

ANSWER:	1. Save time by automating routine tasks.
	2. Increase accuracy by ensuring that tasks are executed consistently.
	3. Make the database easier to use through command buttons.
	4. Ensure data accuracy in forms by using macros to respond to data entry errors.
	5. Automate data transfers, such as exporting data to an Excel workbook.
	6. Increase efficiency by automating tasks.
	7. Increase flexibility.
	8. Create a customized environment by using macros to customize toolbars and menus.
POINTS:	1
REFERENCES:	Access 298
	Understand Macros
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.229 - Describe the benefits of macros
TOPICS:	Critical Thinking
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55. Name three ways that you can run a macro.

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ANSWER:	1. By clicking the Run button in Macro Design View.
	2. By clicking the Run Macro button on the Database Tools tab.
	3. By assigning the macro to an event (such as the click of a command button).
	4. By assigning the macro to the Ribbon or shortcut menu.
POINTS:	1
REFERENCES:	Access 304
	Assign a Macro to a Command Button
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:26 PM
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56. Explain the difference between a data macro and a traditional macro object in terms of how the macro is created, stored, and triggered.

ANSWER:	A data macro is managed directly from within a table, and not stored as a macro object in the Navigation pane. Creating a data macro is similar to creating a traditional macro, but a data macro is only triggered from table events such as after a new record has been inserted, updated, or deleted or before a record is changed or deleted.
POINTS:	1
REFERENCES:	Access 310
	Create a Data Macro
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.232 - Describe the use of data macros
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:26 PM
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57. A <u>secure</u> database allows you to run macros and VBA.

ANSWER:	False - trusted
POINTS:	1
REFERENCES:	Access 305
	Assign a Macro to a Command Button
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.224 - Describe trusted folders and files
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58. Conditional expressions result in a <u>numeric</u> value. _____

ANSWER:	False - true or false
POINTS:	1

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REFERENCES:	Access 304
	Use If Statements
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.231 - Enter conditional expressions
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59. A table macro allows you to embed macro capabilities directly in a table.

ANSWER:	False - data
POINTS:	1
REFERENCES:	Access 310
	Create a Data Macro
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.232 - Describe the use of data macros
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60. You most often run a data macro based on a table event.

ANSWER:	True
POINTS:	1
REFERENCES:	Access 310
	Create a Data Macro
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.232 - Describe the use of data macros
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61. You can slow step a macro, which means to run it one action at a time to observe the effect of each specific action.

ANSWER:	False - single
POINTS:	1
REFERENCES:	Access 312
	Troubleshoot Macros
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.228 - Describe debugging techniques
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62. Defragging means determining why a macro doesn't run correctly.

ANSWER:	False - Debugging
POINTS:	1

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REFERENCES:	Access 312
	Troubleshoot Macros
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.228 - Describe debugging techniques
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63. When creating a command button, make sure the Control <u>Wizards</u> button is selected in order to invoke the Command Button Wizard.

ANSWER:	True
POINTS:	1
REFERENCES:	Access 304
	Assign a Macro to a Command Button
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.223 - Tie a command button to a macro
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64. To permanently trust a database, store the database in a <u>trusted</u> folder.

ANSWER:	True
POINTS:	1
REFERENCES:	Access 305
	Assign a Macro to a Command Button
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.224 - Describe trusted folders and files
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65. A <u>conditional</u> expression is an expression that results in a true or false value.

ANSWER:	True
POINTS:	1
REFERENCES:	Access 306
	Use If Statements
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.231 - Enter conditional expressions
DATE CREATED:	2/26/2016 8:26 PM
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You are a busy information technology (IT) specialist at a well-known accounting firm. You work with departments throughout the company to help them solve problems and simplify computer tasks.

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66. One of your coworkers asks you to explain the difference between Excel and Access with regard to creating macros and VBA. What do you tell him?

ANSWER:	When you create a macro in Excel, you create VBA statements.
	When you create a macro in Access, macros do not create VBA code. However, you can convert an Access macro to VBA if desired.
POINTS:	1
REFERENCES:	Access 300
	Create a Macro
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
PREFACE NAME:	Case Access M-1
LEARNING OBJECTIVES:	ENHA.FRIE.16.220 - Create a macro
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:26 PM
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67. You are asked to automate some routine tasks for the Accounts Payable department. These are:
a. Finding the first record that meets certain criteria
b. Maximizing an active window to fill the Access window
c. Closing a window
What are the names of the 3 macro actions you would use in a macro to complete these tasks?

ANSWER:	a. FindRecord
	b. MaximizeWindow
	c. CloseWindow
POINTS:	1
REFERENCES:	Access 300
	Create a Macro
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
PREFACE NAME:	Case Access M-1
LEARNING OBJECTIVES:	ENHA.FRIE.16.221 - Describe macro actions
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:26 PM
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68. The Payroll department needs you to improve its database's ease of use by adding some kind of audible warning sound and an automatic message to tell the user when a data entry mistake has been made. What are the names of the two macro actions you would use in a macro to achieve this?

ANSWER:	Beep
	MessageBox
POINTS:	1
REFERENCES:	Access 302
	Modify Actions and Arguments
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False

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PREFACE NAME:	Case Access M-1
LEARNING OBJECTIVES:	ENHA.FRIE.16.221 - Describe macro actions
TOPICS:	Critical Thinking
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69. You have been asked to troubleshoot a macro that doesn't work. Explain why single stepping a macro helps you solve the problem.

ANSWER:	Single stepping a macro breaks it down, action by action, and lets you observe the effect of each specific action in the Macro Single Step dialog box.
POINTS:	1
REFERENCES:	Access 312
	Troubleshoot Macros
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.233 - Single step a macro
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:26 PM
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70. You have inherited a database with several macros. Explain why attaching macros to command buttons is a superior way to run a macro as compared to running it from the Database Tools tab on the Ribbon.

ANSWER:	Running a macro by clicking a command button on a form is an inherently obvious way to complete an action. Asking users to find and run the macro by using the Run Macro button on the Database Tools tab on the Ribbon is much less intuitive and much less productive way to accomplish the same task.
POINTS:	1
REFERENCES:	Access 304
	Assign a Macro to a Command Button
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.226 - Attach macros to form events
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:26 PM
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Match the Macro Design View component with its description.

a. Action Catalog

b. If statement

c. Arguments

d. Comment

e. Run button

REFERENCES:	Access 299
	Understand Macros

Name:_____   Class:_____   Date:_____

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QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.234 - Describe Macro Design View components
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71. Allows you to document the macro with explanatory text
ANSWER: d
POINTS: 1

72. Lists all of the macro actions organized by category
ANSWER: a
POINTS: 1

73. Contains conditional expressions that are evaluated either true or false
ANSWER: b
POINTS: 1

74. Lists required and optional arguments for the selected action
ANSWER: c
POINTS: 1

75. Executes the selected macro
ANSWER: e
POINTS: 1