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

SKU: 9781305878488-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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

4. An action block can be expanded or collapsed to view or hide details in Macro Design View.
   a. True
   b. False

ANSWER: True

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

POINTS: 1
REFERENCES: Access 300
Create a Macro
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.220 - Create a macro
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 6/17/2016 2:22 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.222 - Modify macro actions
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 6/17/2016 3:27 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

14. If statements may contain Else If and Else clauses.
    a. True
    b. False

ANSWER: True

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 6/17/2016 3:56 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

LEARNING OBJECTIVES: ENHA.FRIE.16.229 - Describe the benefits of macros
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

LEARNING OBJECTIVES: ENHA.FRIE.16.219 - Define macro terminology
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

Copyright Cengage Learning. Powered by Cognero.

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

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

27. Which of the following is NOT a common macro action?

a. DeleteRecord b. SaveRecord
c. OpenForm d. CloseDesignView

Copyright Cengage Learning. Powered by Cognero.

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

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 6/17/2016 3:30 PM

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

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

REFERENCES: Access 306
Use If Statements
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.231 - Enter conditional expressions
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

LEARNING OBJECTIVES: ENHA.FRIE.16.232 - Describe the use of data macros
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

Copyright Cengage Learning. Powered by Cognero.

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

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

40. [Forms]![CustomerEntry]![CustPhone] is an example of _____ notation.

a. exclamation b. conditional

c. macro d. bang

ANSWER: d

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

POINTS: 1
REFERENCES: Access 306
Use If Statements
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.231 - Enter conditional expressions
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

Copyright Cengage Learning. Powered by Cognero.

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

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
LEARNING OBJECTIVES: ENHA.FRIE.16.220 - Create a macro
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
LEARNING OBJECTIVES: ENHA.FRIE.16.221 - Describe macro actions
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

Copyright Cengage Learning. Powered by Cognero.

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

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

55. Name three ways that you can run a macro.

Copyright Cengage Learning. Powered by Cognero.

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

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
DATE MODIFIED: 6/17/2016 3:43 PM

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
DATE MODIFIED: 2/26/2016 8:26 PM

57. A secure 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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

58. Conditional expressions result in a numeric value. _____

ANSWER: False - true or false
POINTS: 1

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

REFERENCES: Access 304
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
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

62. Defragging means determining why a macro doesn't run correctly.
ANSWER: False - Debugging
POINTS: 1

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

REFERENCES: Access 312
Troubleshoot Macros
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.228 - Describe debugging techniques
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

63. When creating a command button, make sure the Control Wizards 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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

64. To permanently trust a database, store the database in a trusted 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
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

65. A conditional 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
DATE MODIFIED: 2/26/2016 8:26 PM

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.

Copyright Cengage Learning. Powered by Cognero.

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

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

DATE MODIFIED: 2/26/2016 8:26 PM

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

DATE MODIFIED: 2/26/2016 8:26 PM

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

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

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
DATE MODIFIED: 2/26/2016 8:26 PM

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
DATE MODIFIED: 6/17/2016 4:10 PM

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
DATE MODIFIED: 6/17/2016 4:01 PM

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

Copyright Cengage Learning. Powered by Cognero.

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

Access 2016 - Module 12: Creating Macros

QUESTION TYPE: Matching
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.234 - Describe Macro Design View components
DATE CREATED: 2/26/2016 8:26 PM
DATE MODIFIED: 2/26/2016 8:26 PM

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

Copyright Cengage Learning. Powered by Cognero.

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