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
   **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
   **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
   **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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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.16.222 - Modify macro actions
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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
   **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
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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
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

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   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
Access 2016 - Module 12: Creating Macros

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
Access 2016 - Module 12: Creating Macros

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
   QUESTION TYPE: Multiple Choice
   HAS VARIABLES: False

22. A(n) ____ expression results in a true or false answer.
    ANSWER: b
    POINTS: 1
    REFERENCES: Access 298
    QUESTION TYPE: Multiple Choice
    HAS VARIABLES: False

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

**ANSWER:** d  
**POINTS:** 1  
**REFERENCES:** Access 298  
Understand Macros

**QUESTION TYPE:** Multiple Choice

**LEARNING OBJECTIVES:** ENHA.FRIE.16.219 - Define macro terminology

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25. OpenReport is an Access macro ____.

**ANSWER:** a  
**POINTS:** 1  
**REFERENCES:** Access 300  
Create a Macro

**QUESTION TYPE:** Multiple Choice

**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

**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
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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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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41. Which of the following is NOT an argument for the SetProperty action?
   a. View  b. Control Name
   c. Property  d. Value

   ANSWER:  a

42. A(n) _____ is a database object that stores and executes a series of Access actions.

   ANSWER:  macro

43. A macro may contain one or more _____, the tasks that you want Access to perform.

   ANSWER:  actions
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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
   LEARNING OBJECTIVES: ENHA.FRIE.16.220 - Create a macro
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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
   LEARNING OBJECTIVES: ENHA.FRIE.16.221 - Describe macro actions
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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:**

**REFERENCES:**
Access 304

**QUESTION TYPE:** Essay

**Learning Objectives:**
ENHA.FRIE.16.223 - Tie a command button to a macro

**TOPICS:**
Critical Thinking

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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:**

**REFERENCES:**
Access 310

**QUESTION TYPE:** Essay

**Learning Objectives:**
ENHA.FRIE.16.232 - Describe the use of data macros

**TOPICS:**
Critical Thinking

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57. A secure database allows you to run macros and VBA.

**ANSWER:**
False - trusted

**POINTS:**

**REFERENCES:**
Access 305

**QUESTION TYPE:** Modified True / False

**Learning Objectives:**
ENHA.FRIE.16.224 - Describe trusted folders and files

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

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58. Conditional expressions result in a numeric value. _____

**ANSWER:**
False - true or false

**POINTS:**

**REFERENCES:**
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

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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

DATE CREATED: 2/26/2016 8:26 PM
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62. Defragging means determining why a macro doesn’t run correctly.

ANSWER: False - Debugging

POINTS: 1
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

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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
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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

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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

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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.
Access 2016 - Module 12: Creating Macros

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:
- Finding the first record that meets certain criteria
- Maximizing an active window to fill the Access window
- 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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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

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

**REFERENCES:**
Access 299
Understand Macros

**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
Access 2016 - Module 12: Creating Macros

**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