

LESSON

5

Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

◀ See page TM36 for English Learner activity suggestions.

| Key Term | Definition | Page Number |
|----------------------------|---|-------------|
| Customize | To modify the features of an application to suit your personal preferences. | 283 |
| Custom menu | A menu that you create, containing any combination of commands. | 284 |
| Default font | The font and font size in a new workbook. | 286 |
| Shortcut key | A keystroke that performs an action. | 282 |
| Visual Basic | A programming language in which macros are written. | 281 |
| Visual Basic Editor | Tool for editing Visual Basic code. | 281 |

Tech Tip

Notice the actions that you do repeatedly. If you create similar worksheets often, create a template. If you perform the same sequence of actions often, create a macro. By default, a macro is stored with the workbook it was created in and can only be run inside that workbook. However, you can create a macro that can be used in any workbook. In the **Record Macro** dialog box, from the **Store macro in** drop-down list, choose **Personal Macro Workbook**.

You Should Know

There are hundreds of buttons that you can add to toolbars. Choose **Tools>Customize** and look through all of the categories and commands. You may discover buttons that can be very useful for your everyday work inside Excel.