

1) What is a Macro? How is it useful in excel or in your daily work?

→ A macro is a set of instructions used to execute repetitive tasks. You can record a set of commands and then play them back with one or two keystrokes. That means that you can save A LOT of time when doing routine and repetitive tasks.

2) What is VBA? Write its full form and briefly explain why VBA is used in excel?

→ Visual Basic for Applications is a computer programming language developed and owned by Microsoft. With VBA you can create macros to automate repetitive word- and data-processing functions, and generate custom forms, graphs, and reports. VBA functions within MS Office applications; it is not a stand-alone product.

3) How do you record a macro? Write detailed steps to create a macro to automatically make the following table in bold and to create borders for it in excel.

→ In the Code group, click on the Macro button. This will open the 'Record Macro' dialog box. Record Macro button in the developer tab in ribbon; In the Record.

4) What do you mean when we say VBA Editor?

→ Microsoft Visual Basic for Applications (VBA) enables non-programmers to record, create, and edit macros that can automate tasks in Office applications.

5) Briefly describe the interface of a VBA editor? What is properties window? And what is watch window? How do you display these windows?

→ The **Properties** window is used to display properties for objects selected in the two main types of windows available in the Visual Studio integrated development environment (IDE). These two types of windows are:

- Tool windows such as Solution Explorer, Class View, and Object browser
- Document windows containing such editors and designers as the forms designer, XML editor, and HTML editor

6) What is an immediate Window and what is it used for?

→ The Immediate window displays information resulting from debugging statements in your code or from commands typed directly into the window. From the View menu, choose Immediate window (CTRL+G).