

Excel Assignment - 16

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

Ans. A macro is a piece of code within Excel that you can use to automate many routine tasks just which sre performed daily, VBA is the programming language used to write macros. Its useful in such a way thst you dont have to perform repetitive task again & again.

2. What is VBA? Write its full form and briefly explain why VBA is used in Excel?

Ans. VBA is the programming language used to write macros. Visual Basic for Applications is a computer programming language, With VBA you can create macros to automate repetitive word- and data-processing functions, and generate custom forms, graphs, and reports. The VBA programming language allows users to access functions beyond what is available in the MS Office applications. Users can also use VBA to customize applications to meet the specific needs of their business, such as creating user-defined functions, automating computer processes

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.

Ans. The first step to use the Macro Recorder. After activating the recorder, Excel will record all the steps a user makes and save it as a “process” known as a macro. When the user ends the recorder, this macro is saved and can be assigned to a button that will run the exact same process again when clicked. We will click on recorder and perform following steps >

- Selet the cells with data, go to border option & apply all borders.
- Then select the whole data and click on Bold.

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

Ans. VBA editor is editor where you can edit VBA script created by macros or manually. To access the VBA window, press Alt + F11 which will open the editor.

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

Ans. To access the VBA window, press Alt + F11 within any Office program. When done properly, this will open a window with a file structure tree on the top left, properties winodw on the bottom left, a debug pane at the bottom center and bottom right, and the coding section that takes up the majority of the screen in the center and top right. On the Debug menu, choose Add Watch. This will Add Watch dialog box is displayed. If an expression is already selected in the Code window, it is automatically displayed in the Expression box. If no expression is displayed, enter the expression you want to evaluate.

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

Ans. immediate window checks expressions by building and using the currently selected project. To display the Immediate window, open a project for editing, and then choose Debug > Windows > Immediate or press Ctrl+Alt+I. You can also enter Debug. Immediate in the Command window.