

## Excel Assignment - 16

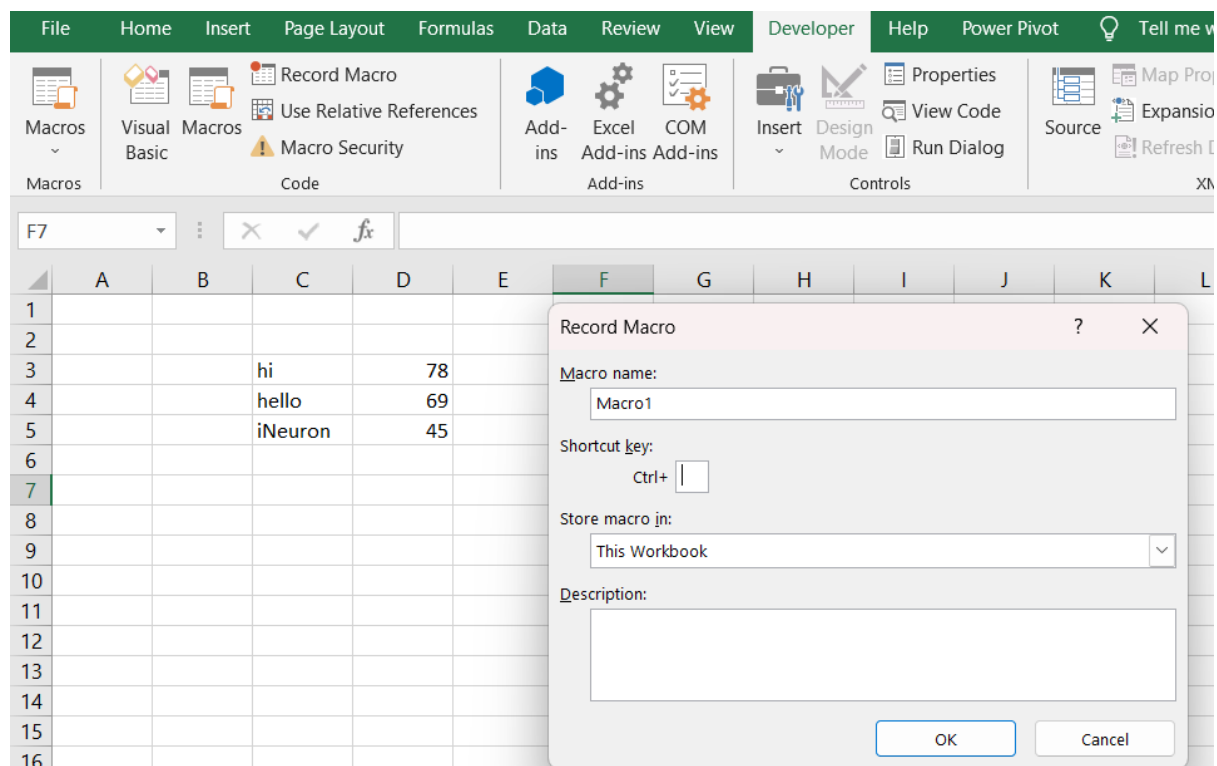
### 1. What is a Macro? How is it useful in excel or in your daily work?

A macro is a way to automate simple tasks. They can be used in a variety of ways. Also it is a set of instructions used to execute repetitive tasks. we can record a set of commands and then play them back with one or two keystrokes. By this way can save a lot of time when doing routine and repetitive tasks.

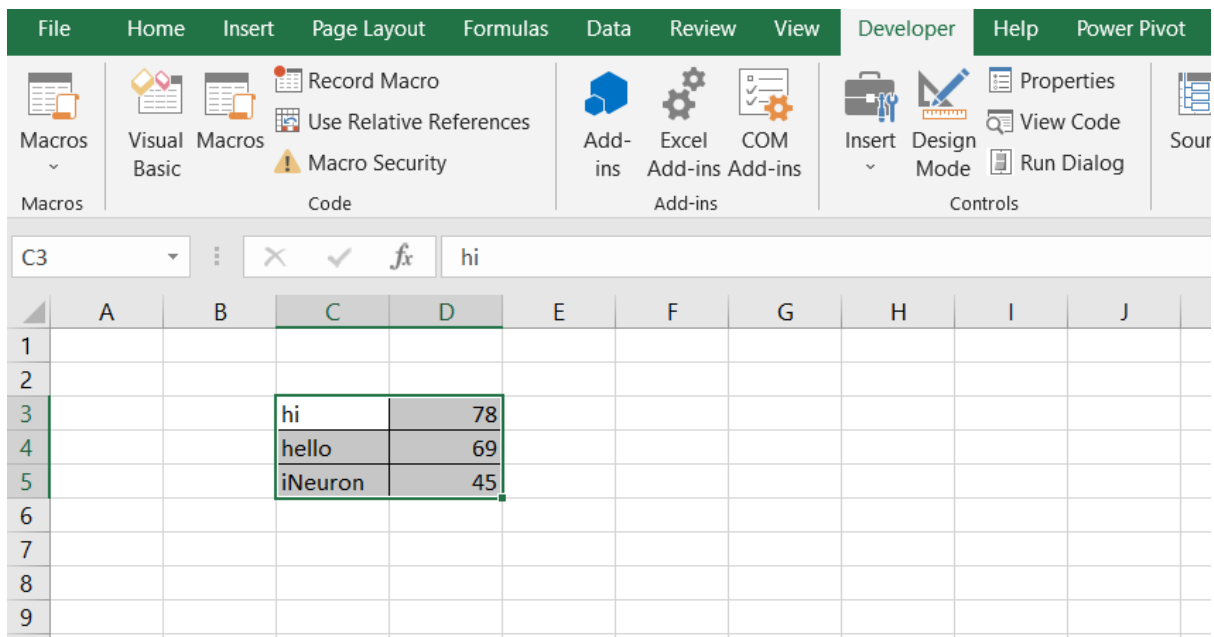
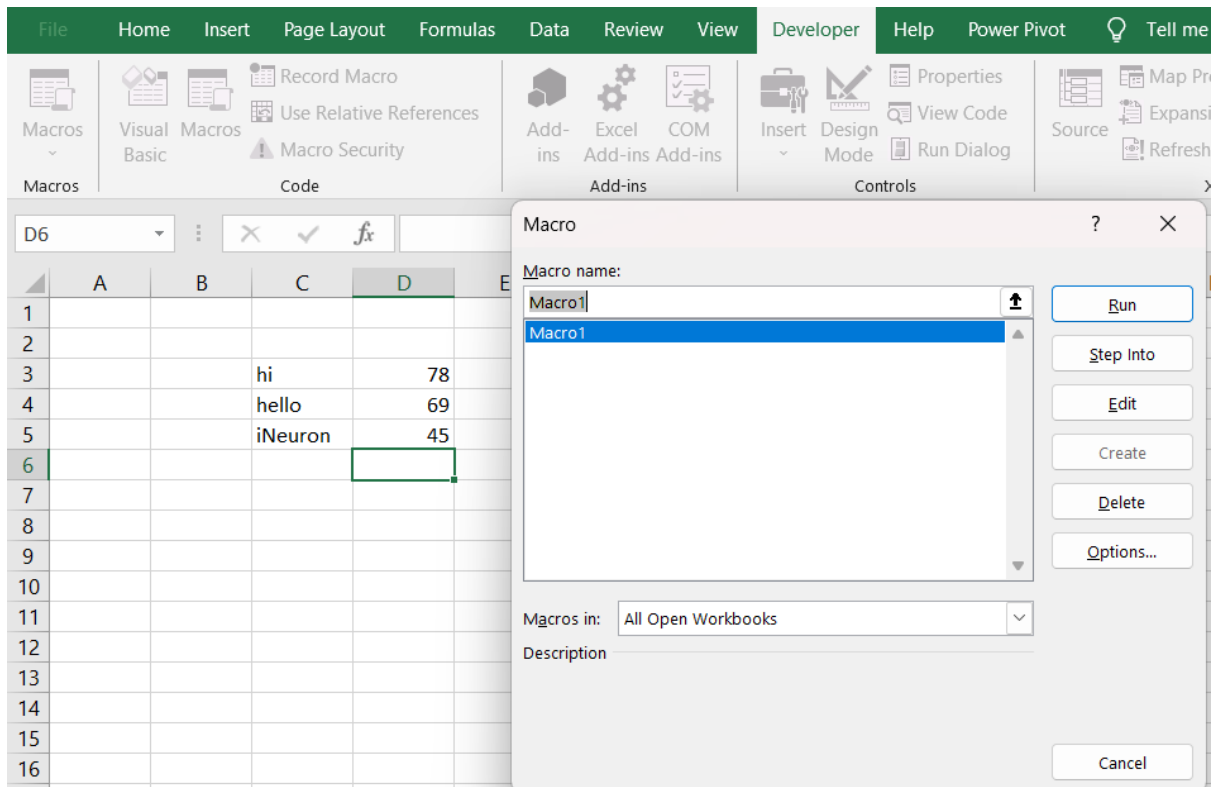
**2. What is VBA? Write its full form and briefly explain why VBA is used in excel?**

The Full Form of VBA is Visual Basic for Application. VBA is an event-driven tool, which means that we can use it to tell the computer to initiate an action or string of actions. VBA is used to 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. VBA is accessed in Excel by hitting Alt+F11 while having an Excel workbook present. VBA leverages objects, variables, properties, projects, logical operators, and modules to make statements recognizable by debugging 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.



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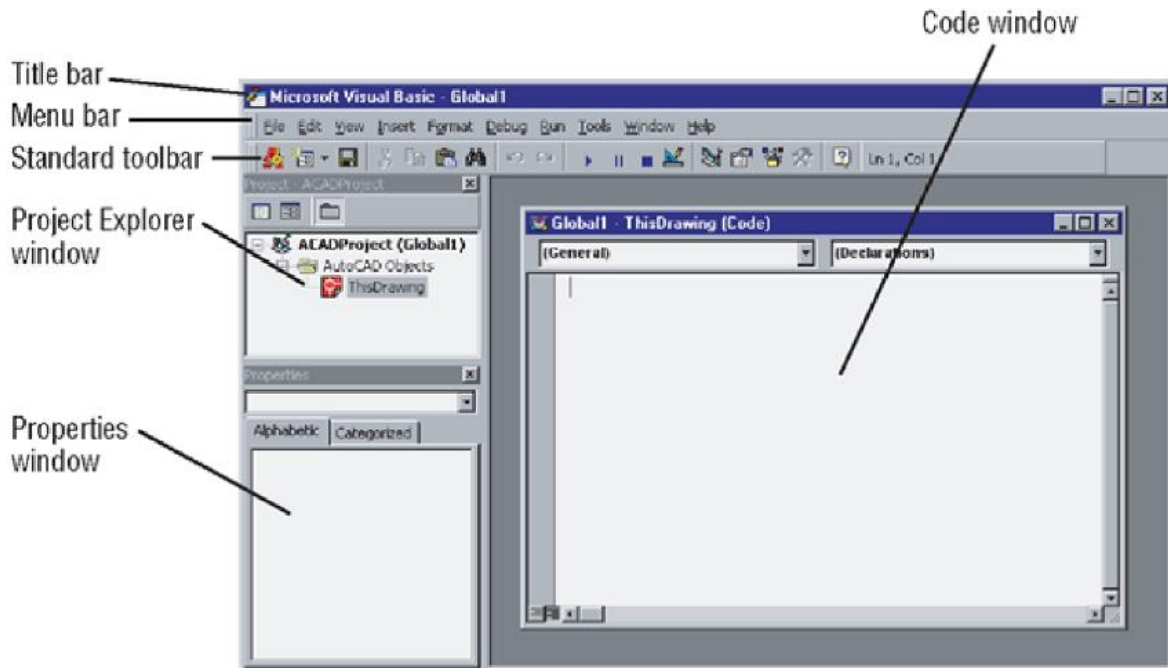


## 4. What do you mean when we say VBA Editor?

Microsoft Visual Basic for Applications (VBA) enables non-programmers to record, create, and edit macros that can automate tasks in Office applications. VBA is a coding language that's relied on by millions of people around the globe for automating various tasks in Microsoft Office. This language is one of the easiest coding languages to learn for those who don't have a background in computer science or non-tech background. Visual Basic for Applications (VBA) is an implementation of Microsoft's event driven programming language Visual Basic 6.0 built into most desktop Microsoft Office applications.

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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 displays the properties for the current object. When we select different objects in your VBA project, the Properties window changes to show just the properties of the object that is selected. The Properties window is used to review and set properties for project objects. For example, we can set the background color for an iFIX picture in the Properties window or can change the name of a rectangle within that picture. The Watch Window makes it convenient to inspect, audit, or confirm formula calculations and results in large worksheets. By using the Watch Window, you don't need to repeatedly scroll or go to different parts of your worksheet. This toolbar can be moved or docked like any other toolbar. Click Add Watch. Click Add. Move the Watch Window toolbar to the top, bottom left, or right side of the window.

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. "Immediate window" can be a useful tool to use when working with VBA in Excel. The Immediate window allows you to quickly do things such as: Get information about Excel files (such as sheet count in a workbook or name of the workbook) Get Debug.