

**Excel Assignment - 16**

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.

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 fo it in excel.

hi 78

hello 69

ineuron 45

On the Developer tab, click Record Macro. Optionally, enter a name for the macro in the Macro name box, enter a shortcut key in the Shortcut key box, and a description in the Description box, and then click OK to start recording.

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 Visual Basic Editor displays a menu with the 4 different toolbars and the option to access the Customize dialog. The toolbars with a checkmark to their left are those currently displayed by Excel.

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?

Use the Immediate window to debug and evaluate expressions, execute statements, and print variable values. The Immediate window evaluates expressions by building and using the currently selected project.