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Advanced 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. We can record a set of commands and then play them back with one or two keystrokes. That means that we can save a lot of time when doing routine and repetitive tasks.

➢ A macro is an action or a set of actions that we can run as many times as we want. When you create a macro, you are recording your mouse clicks and keystrokes.

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 we can create macros to automate repetitive word- and data-processing functions, and generate custom forms, graphs, and reports.

➢ It is a human-readable and editable programming code that gets generated when you record a macro.
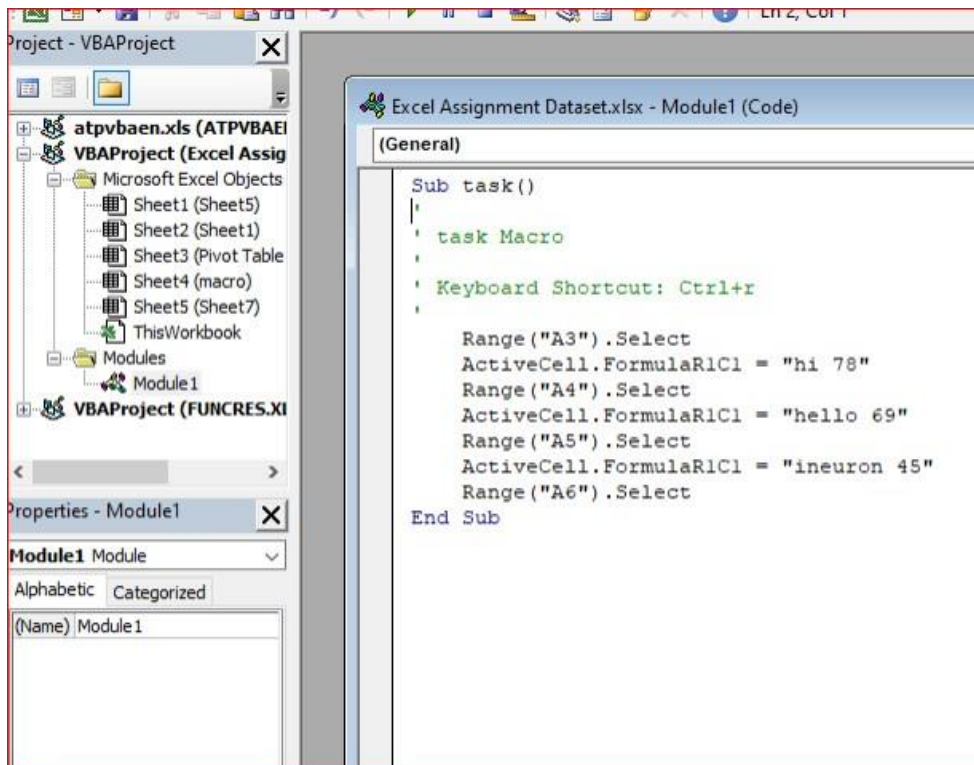
3. How do you record a macro? Write detailed steps to create a macro to automatically make the following table in bold and to create borders for it in excel.

hi 78
hello 69
ineuron 45

➢ Macros and VBA tools can be found on the Developer tab, which is hidden by default, so the first step is to enable it by clicking on a custom ribbon. In the Code group 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.

➢ Perform the actions you want to automate, such as entering boilerplate text or filling down a column of data. On the Developer tab, click Stop Recording.

➢ To edit a macro, in the Code group on the Developer tab, click Macros, select the name of the macro, and click Edit. This starts with the Visual Basic Editor then, close the Visual Basic Editor and run your macro again, it will automatics do a task.

3. 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.

4. Briefly describe the interface of a VBA editor. What is a properties window? And what is a 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.

5. 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.