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

 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

We can automate repetitive tasks by using macros in Excel.

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

**excel?**

Full form is Visual basic for application. VBA is a computer programming language developed & owned by Microsoft. Usage of VBA in excel helps in creating customized application depending upon the business need.

**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.**

To Enable developer tab in Ribbon section go to file – options – Customize ribbon Enable Developer option.

To record a macro

In developer tab, select record macro , A record macro window appears , select shortcut key for macro you are recording. create a table select the table using shortcut key shift + Arrow keys and for bold and create border select appropriate options and stop recording.

|  |  |
| --- | --- |
| **hi** | **78** |
| **hello** | **69** |
| **ineuron** | **45** |

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

VBA editor is the place where VB code is located.

There are multiple ways you get the code in the VB Editor:

1. When you [record a macro](https://trumpexcel.com/record-macro-vba/), it automatically creates a new module in the VB Editor and inserts the code in that module.
2. You can manually type VB code in the VB editor.
3. You can copy a code from some other workbook or from the internet and paste it in the VB 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?**

Shortcut Alt+ F11 opens the VB editor window. Contains menu bar, toolbar, project explorer, properties window, code 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**. From the View menu, choose Immediate window (CTRL+G