

Excel Assignment - 16

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

Ans:-

A macro is a set of instructions used to execute repetitive tasks. Macro is an action or a set of actions that you can run as many times as you want. It is very useful task in the daily work as it contains the set of actions which we use repeatedly.

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

Ans:-

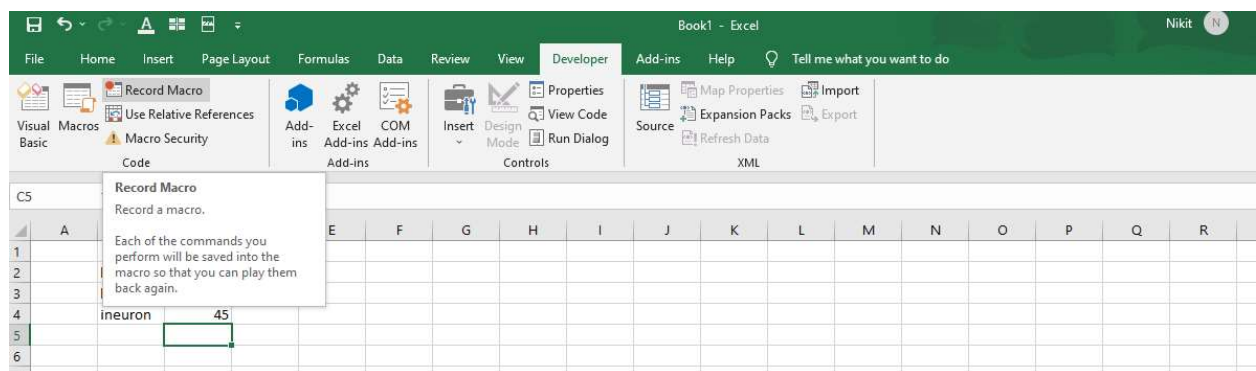
The full form of VBA is Visual Basic for Applications. It is a computer programming Language developed and owned by Microsoft. VBA is very useful in Excel as with VBA, we can create Macros to automate repetitive word- and data-processing functions, and generate custom forms, graphs, and reports.

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 for it in excel.

Hi	78
Hello	69
inueron	45

Ans:-

Click Developer Ribbon > Record Macro

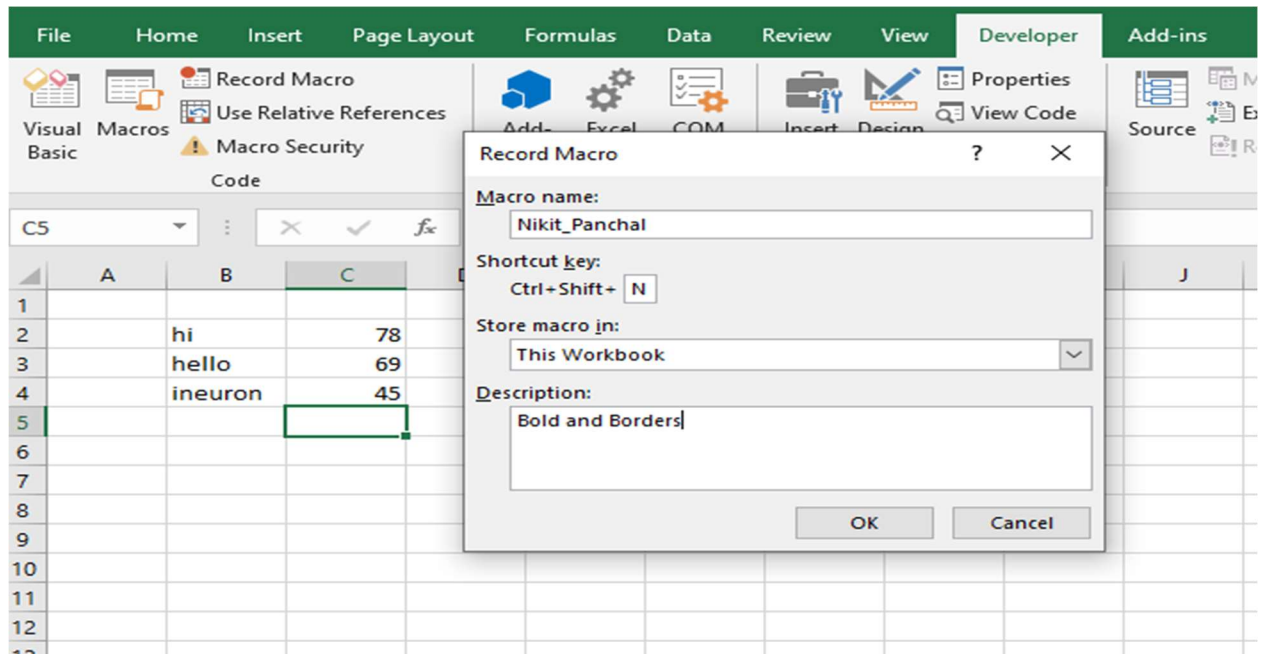


Fill Macros Name what you want. Please note: do not keep space in the name.

Give any shortcut key. I have given Ctrl+Shift+N to perform the Macros

You can write the description of the activities what you want to add in the Macro.

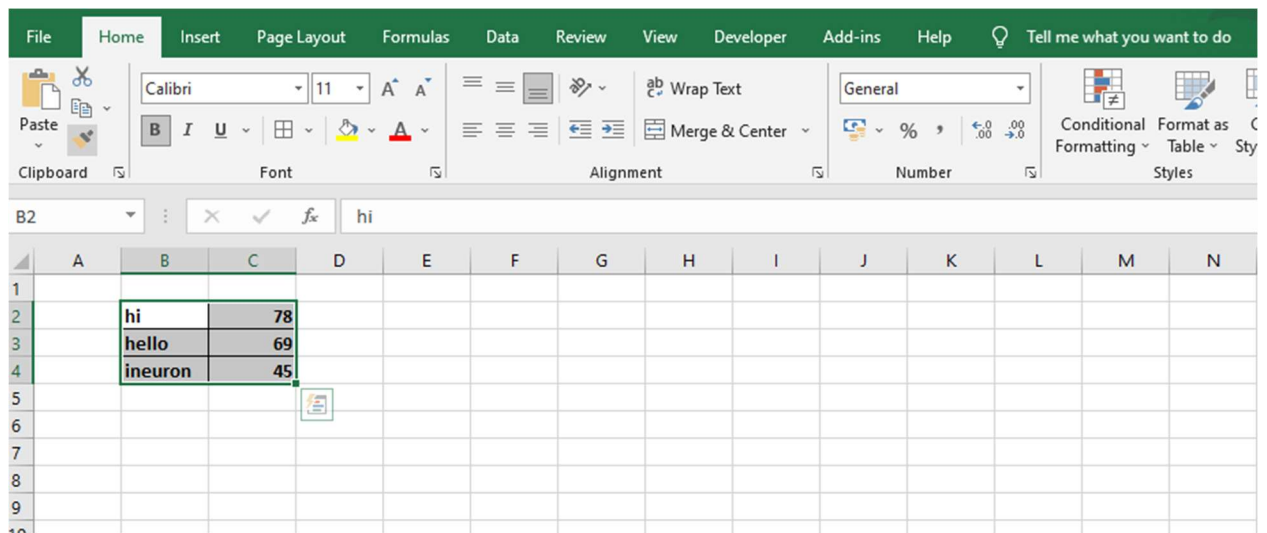
Click OK.



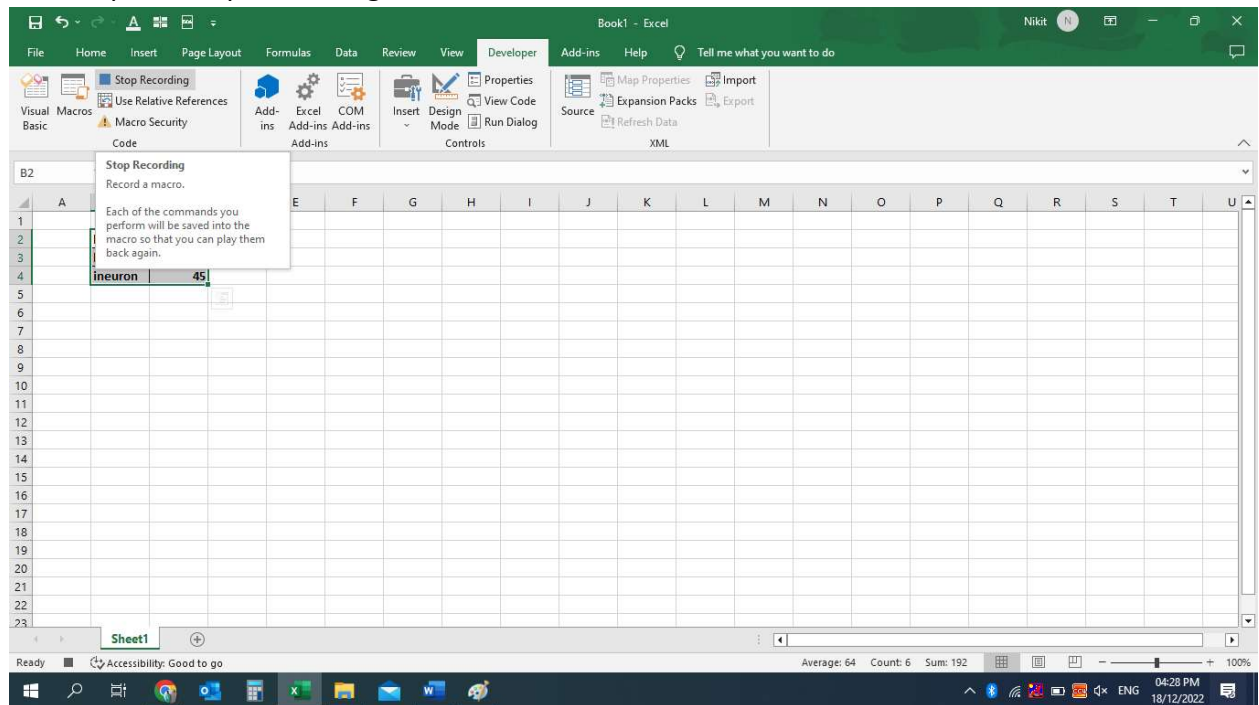
Select the Table Range

Click Home > Bold

Click Home > Table Borders (All Borders)



Click Developer > Stop Recording



You can check the Macro by removing Bold and borders of the selected cells and pressing Ctrl+Shift+N

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

Ans:-

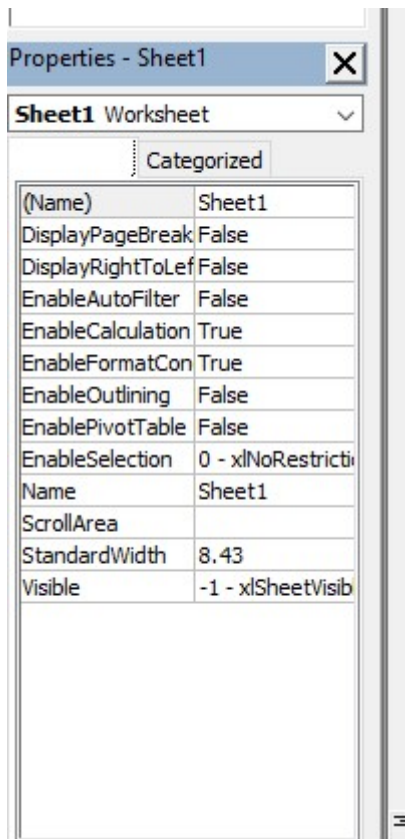
Visual Basic for Applications (VBA) enables non-programmers to record, create, and edit macros that can automate tasks in Office applications.

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

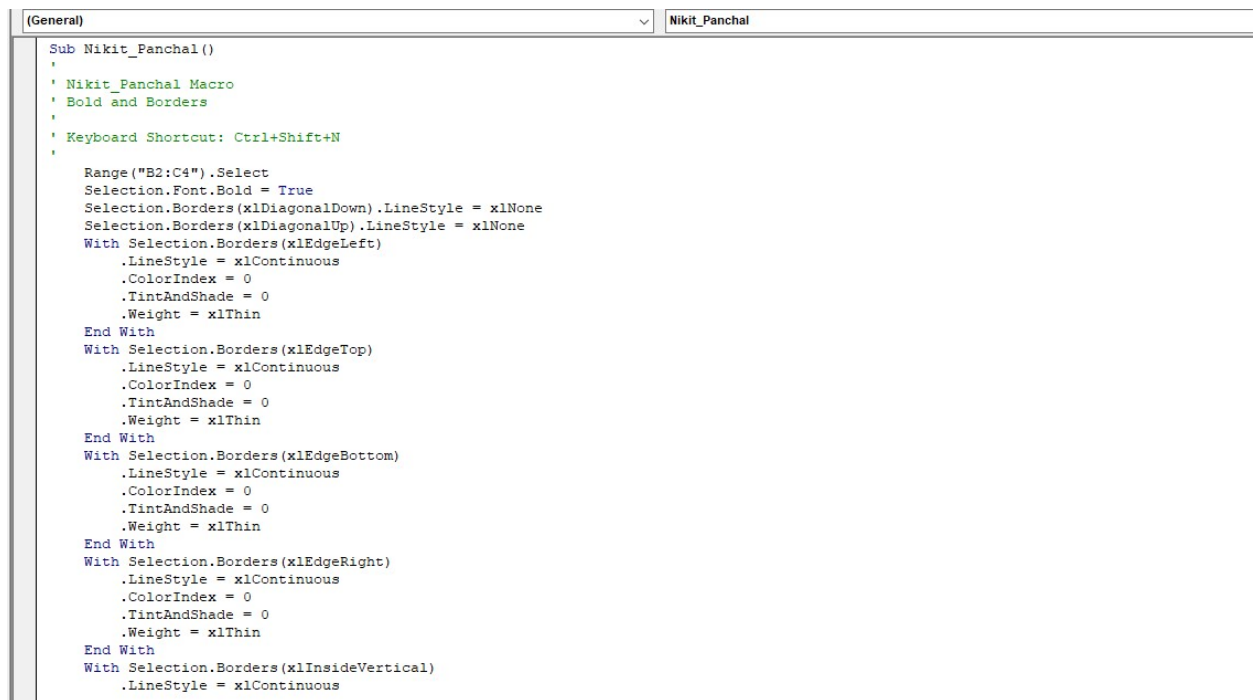
Ans:-

We can find the Menu bar, Properties Window, watch Window (In which, we can write the queries), Scroll Bars.

Properties Window is the window in which we can see the properties of the Macro.



Watch Window is the window / Space in which we can write / watch our queries of the macro.



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

Ans:-

The Immediate window displays information resulting from debugging statements in the code or from commands typed directly into the window. It is used to evaluate expressions by building and using the currently selected project