

Excel Assignment – 16

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

A Macro is a single instruction that expands automatically into a set of instructions to perform a particular task.

Its useful in automating some repetitive tasks in Excel.

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

VBA – Visual Basics for Applications.

- 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 for it in excel.

hi 78

hello 69

ineuron 45

Sol:

Open an Excel Spreadsheet.

Check if Developer ribbon is enabled or Not. If Not, then Enable the Developer ribbon from Advance Options.

Then save the file extension as Macro enabled file as macro will only work on this file extension.

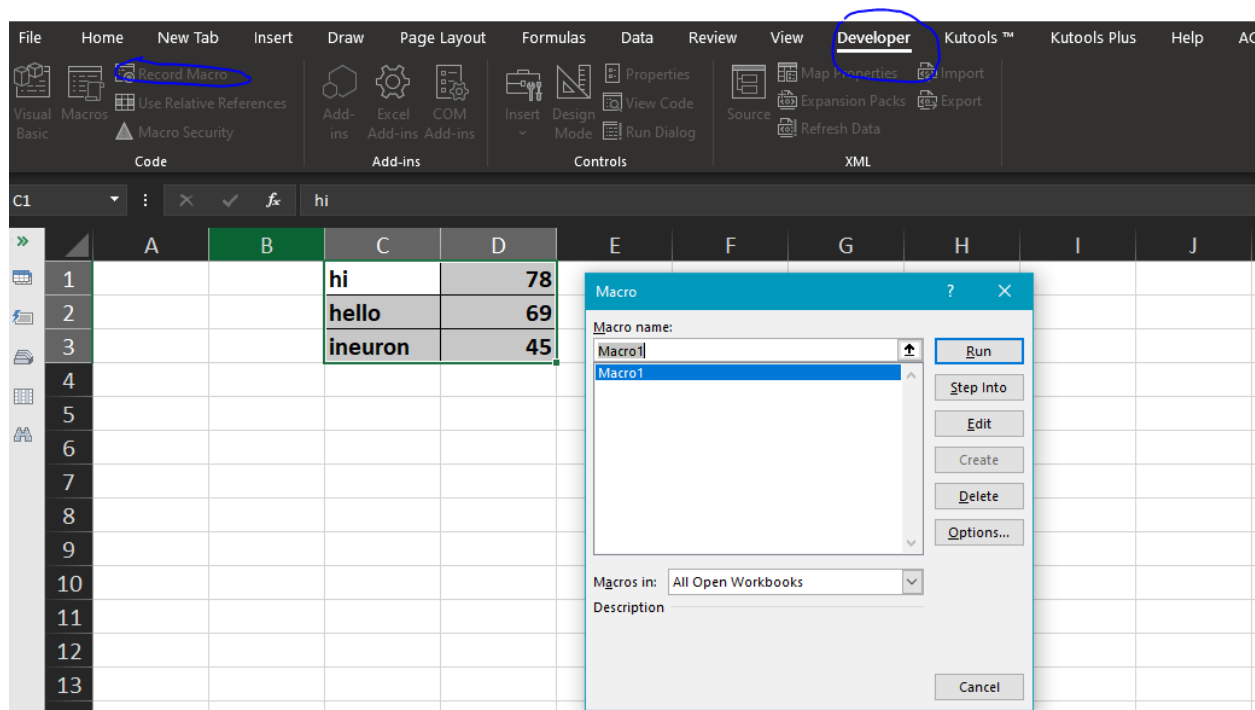
Go to developer tab -> click on record Macro-> Give the Macro Name – Select OK.

Now your macro starts it recording - > Create the above table and make it bold and give borders.

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

Once the Task is completed, click on Stop recordings.

Your Macro is now ready.



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

Visual Basic Editor is a separate application that is a part of Excel and opens whenever you open an Excel workbook. By default, it's hidden and to access it, you need to activate it.

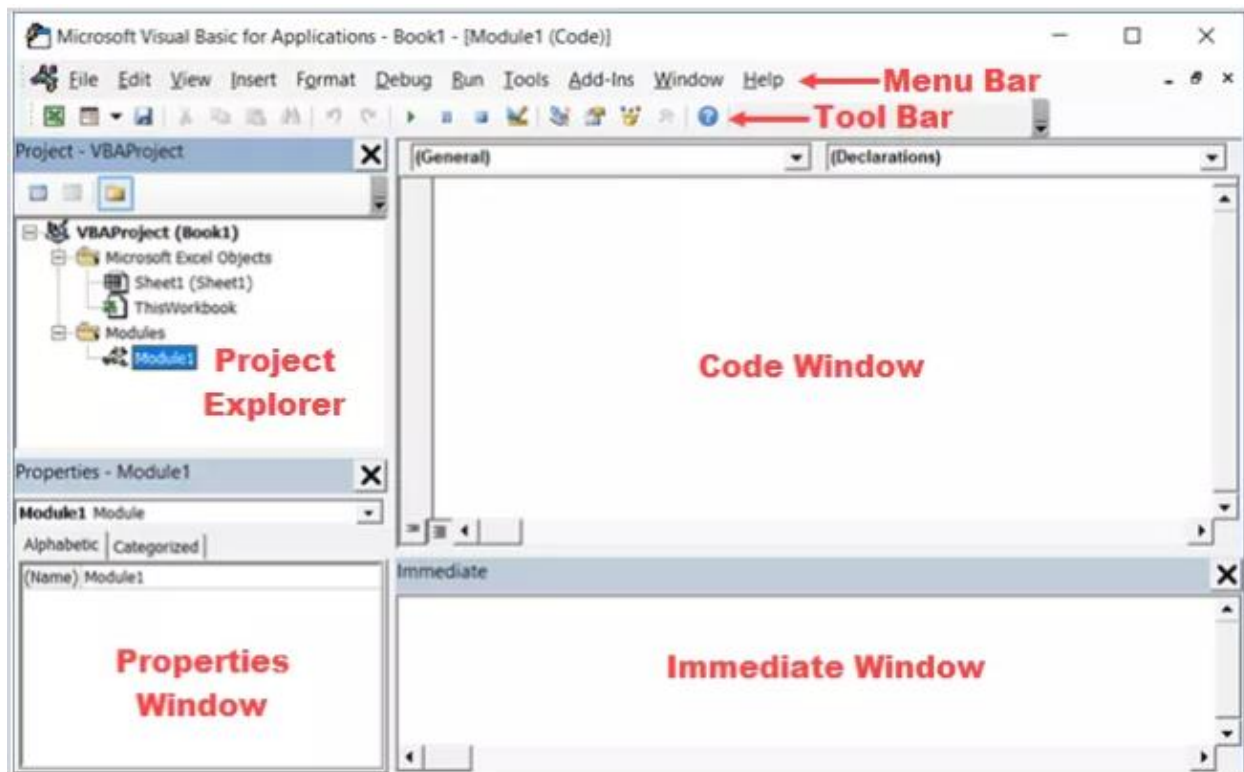
VB Editor is the place where you keep the VB code.

When you record a macro, it automatically creates a new module in the VB Editor and inserts the code in that module.

You can manually type VB code 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?

Interface of VBA Editor.



Properties window is where you get to see the properties of the select object. If you don't have the Properties window already, you can get it by using the **keyboard shortcut F4**.

Watch window is used to watch the values of application variables in Break mode. - It enables us to monitor the value for a certain state. **On the Debug menu, choose Add Watch. The Add Watch dialog box is displayed.** If an expression is already selected in the Code window, it is automatically displayed in the Expression box.

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

Immediate window is mostly used when debugging code. One way I use the Immediate window is by using a Print. Debug statement within the code and then run the code.

By default, the immediate window is not visible in the VB Editor. You can get it by using the **keyboard shortcut Control + G**.