

Excel Assignment - 16

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

If you have tasks in Microsoft Excel that you do repeatedly, you can record a macro to automate those tasks. A macro is an action or a set of actions that you can run as many times as you want. When you create a macro, you are recording your mouse clicks and keystrokes. After you create a macro, you can edit it to make minor changes to the way it works.

Using Excel Macros can speed up work and save you a lot of time. We can automate the day-to-day repeated task by the macro.

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

VBA is an abbreviation for **Visual Basic for Application**. VBA is a programming language that was developed by Microsoft Corp., and it is integrated into the major Microsoft Office applications, such as Word, Excel, and Access. The VBA programming language allows users to access functions beyond what is available in the MS Office applications. Users can also use VBA to customize applications to meet the specific needs of their business, such as creating user-defined functions, automating computer processes, and accessing Windows APIs.

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

To record a macro first we need to enable the developer tab (If it is not there). To enable it go to file > options > customize ribbon > enable the developer tab > click on ok.

After enabling the developer tab, click on the developer tab and click on the record macro and give an appropriate name for the recording then perform the operation (in my case I had to bold the font and border the cell). Once you complete the task click on the stop recording. Later when we want to perform the same operation go to the developer tab and click on the Macro and choose the correct macro and run.

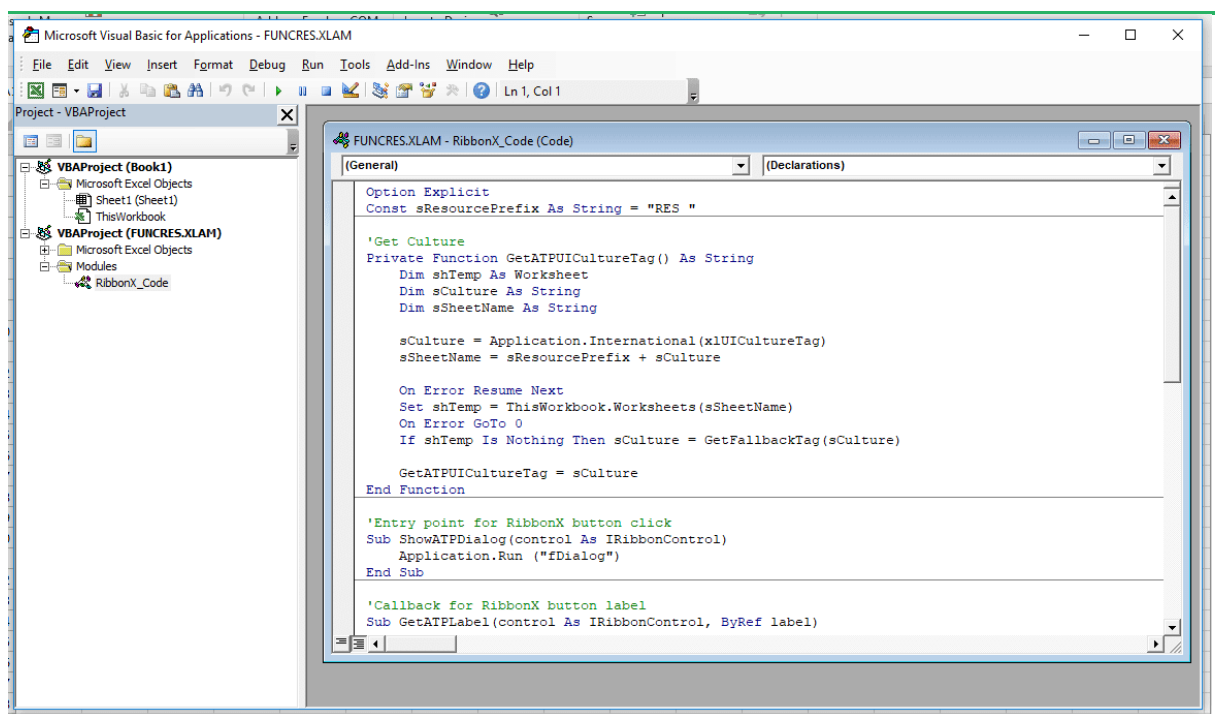
4. What do you mean when we say VBA Editor?

VBA Editor is a place where we write VBA code and create macros. Whatever the code we write will be in the background to the excel file with which it is linked, and once we run the code, every process will happen in the background and what we see is the output in the excel file.

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

The Visual Basic for Applications editor, also called the VBA editor, VB editor, or VBE is an interface for creating scripts.

VBA is the programming language that's used to create these scripts.



The **Properties window** lists the design-time properties for selected objects and their current settings. You can change these properties at design time. When you select multiple controls, the Properties window contains a list of the properties common to all the selected controls.

To navigate the Properties window

1. From the **View** menu of the Visual Basic Editor, choose the Properties window (F4).
2. Select the object whose properties you want to display. You can either use the mouse to select the object or use **Project Explorer** to choose from a list.

3. Click the **Alphabetic** tab to display properties in alphabetic order, or choose the **Categorized** tab to display object properties by category.

To change a property's value

1. Select the property in the left column
2. Change the property's value in the right column.

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.

To display the **Immediate** window, open a project for editing, and then choose **Debug > Windows > Immediate** or press **Ctrl+Alt+I**. You can also enter **Debug.Immediate** in the **Command** window.

The **Immediate** window supports IntelliSense.

Uses of Immediate window: 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).