**Excel Assignment - 16**

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

ANS 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.

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

**excel?**

**ANS** 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.

**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**

ANS ..Open the Developer tab. ...

.. choose to record a macro. ...

.. Provide macro details. ...

.. Perform your chosen actions. ...

..Complete your macro and stop recording. ...

.. Use your shortcut.

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

**ANS** Excel's Visual Basic for Applications (VBA) editor is a very powerful tool. It lets you write and edit custom scripts that automate actions in Excel.

**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** 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.

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

**ANS** 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).