**Excel Assignment - 16**

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

Macro is used to automate the task which is repetitive.you can record a marcro with macro recorder in excel. You can record a set of commands and then play them back with one or two keystrokes.

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

Full form of VBA is visual basic for applications. It is a programming language developed and owned by Microsoft. It is used to automation of repetitive tasks.It is time saving as it is automated.

1. 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.

Go to developer tab, then click on record macro, enter the name of a macro, then start recording ,perform the actions you want to automate and then click stop recording.

Steps to create macro:

* 1. Go to developer tab, then click on record macro
  2. enter the name of a macro, select ok
  3. Then click on start recording
  4. Then perform the task, Select a table range and then click on bold, then click on the border to create a borders for the table.
  5. Then click on stop recording. Apply this on any table the table format will be in bold and the table will be in proper borders

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

VBA editor also called as VB editor or VBE, is an interface for creating scripts. It is the coding language that’s used to create these scripts. VBA editor is the platform to write and edit the VBA code. By default, it is hidden. To use it, we need to activate it. VBE is a separate application for Microsoft products like excel, word, and Power point.

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

Interface :

1. Toolbar and menu bar: VBA Editor consists of standard toolbar as well as a menu bar same as other window applications.
2. Project explorer: there is a project explorer in the left pane of the editor. This will display a hierarchical view of all the open workbooks and their components in current excel session.
3. Code window: it is the central part of Vba editor. Here you can see write, edit and view your VBA code this window is specific to the module in the project explorer
4. Immediate window: this is located at the bottom of Vba Editor. It is used to execute single lines of code and views the result in real time.

Properties window: the properties window is used to display properties for objects selected in the two main types of windows available in the visual studio integrated development environment.

Watch window: it lets you keep an eye on cells across multiple sheets and books in single pane.

1. 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.it lets you access objects and functions available in the suspended state of your program. The window becomes available and start accepting your input as soon as your program is suspended in a debugging session.