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

Macro is set of instructions given by the user to accomplish the repetitive tasks.

It saves the time to complete the tedious works.

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

**excel?**

VBA - Visual Basic Application.

VBA is used to write programs for the windows operating system and runs as an internal programming language.

* Saves time in performing tedious tasks.
* Supports English like statements to write the code.
* Improves the functionality of excel by allowing you to make Excel
* Behave the way you want.

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.**

Steps: -

1. Prepare the data as shown in the Question.
2. On the view tab, at right corner, Click the micro-option.
3. Click on the Record Micro Option.
4. Start working on the data table. Make it Bold and give it a border.
5. Click on stop macro-Recording.
6. **What do you mean when we say VBA Editor?**

VBA editors allow non-programmers to record, create and edit macros that can automate tasks in office applications.

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: - a) Menu Bar, b) Toolbar, c) Code Window, d) Immediate window, e) Watch window, f) Properties Window, h) Project Window.

Properties Window: - Displays the properties of the Current Project.

To display the immediate window press “Ctrl + G”.

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

Immediate Window to debug and evaluates expression, execute statements and print variable values.