1. **What are macros in Excel?**

Answer: Macros are the action recorder of excel, it records the user steps of execution of any task, interpret them into VBA codes and save it. Thereafter, it help us to redo a set of actions within Excel repeatedly. Macros can be executed in different ways example on\_open, on close, at a click of a defined button, after a cell is changed extract. Macros help reduce the manual efforts also increase the accuracy.

1. **How can we repeat same task multiple times?**

Answer: Repeating same activity multiple times we can use the Macro feature. To repeat a set of instructions, we can either record a macro, the option available in the ribbon, under the developer tab or even go to the code editor window and code the steps using the VBA (code editor).

1. **How to create a simple macro to enter time stamp.**

Answer: This can be achieved by recording a macro. We need to go the Developer tab in the ribbon> Click on record macro> Give a name> Click OK. On any empty cells type =NOW()>Ctrl+Enter>Ctrl+C>Alt+S+E+V>Esc. By doing this we have entered the current time by using now() function, to ensure we complete the function and remain in the active cells we use Ctrt + Enter> We copy paste the same value in the active cell which will ensure the time stamp does not change. To re-execute this macro we can go to macro & press the run button or assing the macro to an image or even assign a short cut at the time of creation itself.

1. **How to access the code of an existing macro?**

Answer: To access the existing code we need to go to the ribbon > View tab/Developer tab> Under controls>View Code. This will open the VBA code editor window.

1. **A created macro needs to be assigned to a button.**

Answer: To assign an existing macro to a button we need to insert the icon or an button from its respective menus, then right click on the image or button click on assign macro. The assign macro dialog box will show up all existing macros present in the current workbook. Choose the macro name and click OK.

1. **What is the shortcut key for launching the Macros dialog box?**

**a) Alt+F8**

b) Ctrl+F8

c) Ctrl+Shift+M

d) Alt+M

1. **Workbooks that contain macros must be saved in the following format:**

a) Excel Workbook (.xlsx)

b) Microsoft Office Macro-Enabled File (.mef)

c) Excel Template (.xltx)

**d) Excel Macro-Enabled Workbook (.xlsm)**

1. **How can you view and delete macros that have been created in a worksheet?**
   1. Press Alt+F8, select the macro to be deleted and click delete.
   2. Under the Developer tab, click on the Macros button in the Code group. Select the macro to delete and click delete.
   3. Press Alt+F11. Click on Tools and select Macros. Select the macro to delete and click delete.
   4. **All of the options listed above are correct.**
2. **Where do you assign a Macro to a button on the Ribbon?**
   1. **In the Customize the Ribbon area of the Excel Options dialog box.**
   2. In the Record Macro dialog box.
   3. In the Macros dialog box.
   4. Under the Insert tab on the Ribbon, select Insert Macro Icon.
3. **Whilst busy recording a macro, you make a mistake. What is the best course of action?**
   1. You can pause the macro and click Rewind to fix it.
   2. **You should re-record the macro.**
   3. You should press Undo.
   4. None of the options listed above are correct.
4. Which of the descriptions listed below best describe what a macro in Excel does?
   1. a) It is a type of formatting you can apply to enlarge the worksheet area.
   2. b) It is a file type that you save a workbook as.
   3. **c) It is a series of instructions contained in one command that you can use to automate complex and/or repetitive tasks.**
   4. d) It is a recording function that allows you to save worksheets, audio recordings and videos that are displayed on the screen.
5. What is the appropriate action to take when a workbook displays this message (Security Warning Macros have been disabled)?
   1. a) Close it immediately and delete the file.
   2. **b) Check where the file originates from, and if it is a trusted source or your own workbook, click Enable Content.**
   3. c) Close the file then right-click and rename it before opening it again.
   4. d) None of the options listed above are correct.
6. Where will you find the option to launch the Macros dialog box?
   1. a) Under the Insert tab on the Ribbon, in the Macros group.
   2. b) Under the Formulas tab on the Ribbon, in the Functions group.
   3. **c) Under the Developer tab on the Ribbon, in the Code group.**
   4. d) Under the Developer tab on the Ribbon, in the Add-Ins group.
7. What is a macro in VBA?
   1. A) A type of variable
   2. **B) A set of instructions to automate a task**
   3. C) A data structure
   4. D) A loop
8. Which programming language is used to write a Macro in MS Excel?
   1. C
   2. C++
   3. Java
   4. **Visual Basic**