

## **Excel Assignment - 16**

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

**Answer -** A macro in excel is written in VBA which used for automations. It will help to automate repetitive tasks and in saving time, performing complex data analysis and enhancing overall productivity in daily work. I used macros to send 400 mails daily by just running a marco.

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

**Answer -** VBA stands for Visual basic for applications. It is a programming language used in excel and many other microsoft tools. It allows to automate tasks and do data analysis with its help and we can integrate excel with other applications as well.

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

**Answer -**

1. Open excel then open new workboook.
2. Open developer tab in the ribbon, start recordin macro and name the macro and select location where to select.
3. Optionally select a shortcut key to run macro an then start recording.
4. Select the range of the table.
5. Select bold and Borders options from ribbon and then stop macro and it will be saved. Then just use the shortcut key or run macro from developer tab.

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

**Answer -** VBA editor is visual basic for applications editor and is an IDE which is integrated development environment by microsoft which can be used in different microsoft applications like word, access and excel. Here we can write, edit and manage the VBA codes.

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

**Answer -**

VBA Editor Interface is as follows -

Menu Bar Contains various menus for commands.

Toolbar Icons for common actions.

Project Explorer Displays project elements.

Code Window Central area for writing VBA code.

Immediate Window Executes code directly.

Properties Window -

Displays and edits object properties.

To display: In VBA Editor, go to View > Properties Window (F4).

Watch Window -

Monitors variable values during code execution.

To display: In VBA Editor, go to View > Watch Window (Ctrl + Alt + W).

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

**Answer** - It is a different block on the screen where we can run individual statements or commands and test the code for debugging.