

Advance Excel Assignment 16

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

A macro is a set of instructions used to execute repetitive tasks. You can record a set of commands and then play them back with one or two keystrokes. That means that you can save A LOT of time when doing routine and repetitive tasks. 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. After you create a macro, you can edit it to make minor changes to the way it works. Suppose that every month, you create a report for your accounting manager. You want to format the names of the customers with overdue accounts in red, and also apply bold formatting. You can create and then run a macro that quickly applies these formatting changes to the cells you select.

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

Visual Basic for Applications is a computer programming language developed and owned by Microsoft. With VBA you can create macros to automate repetitive word- and data-processing functions, and generate custom forms, graphs, and reports.

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

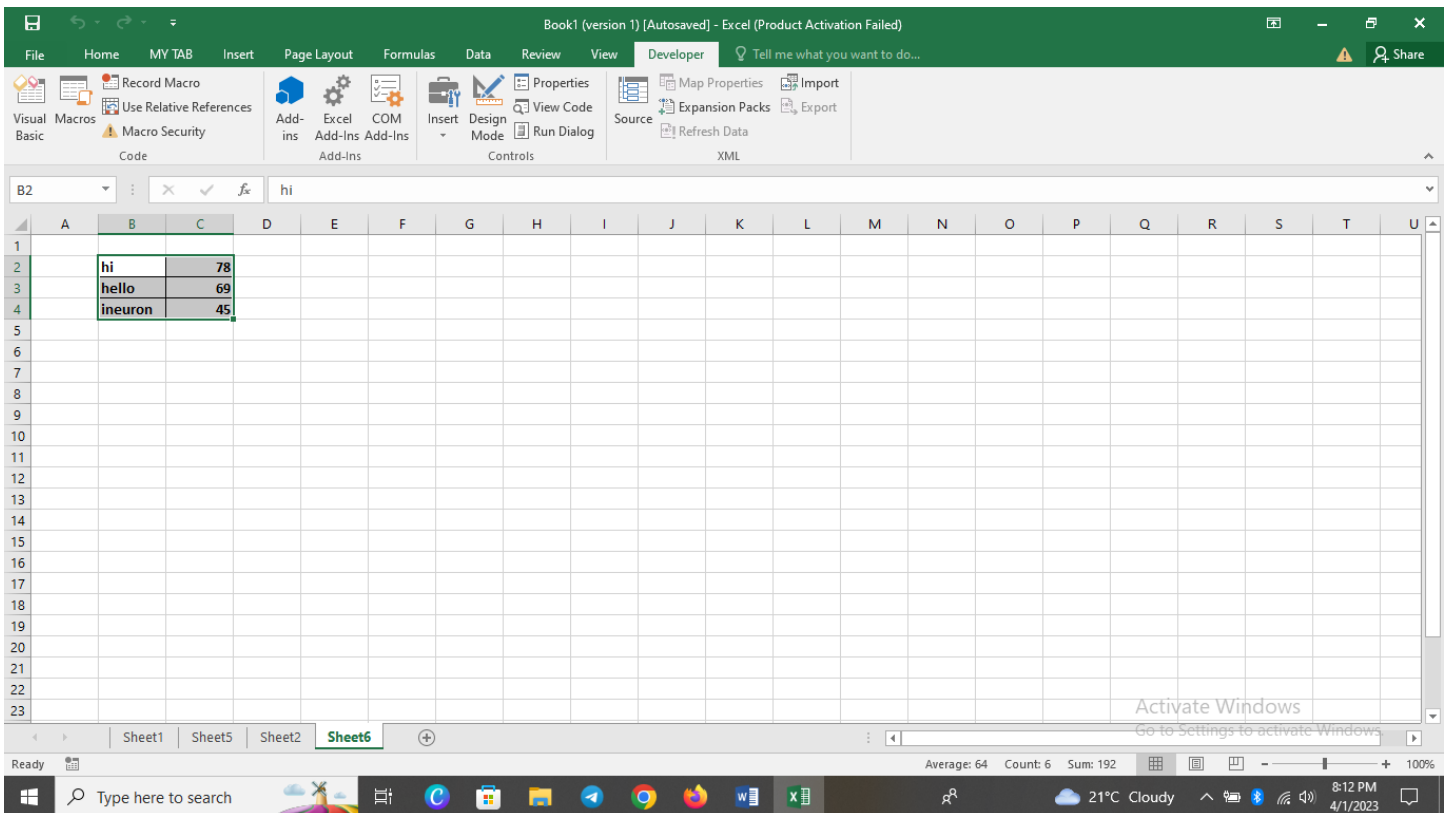
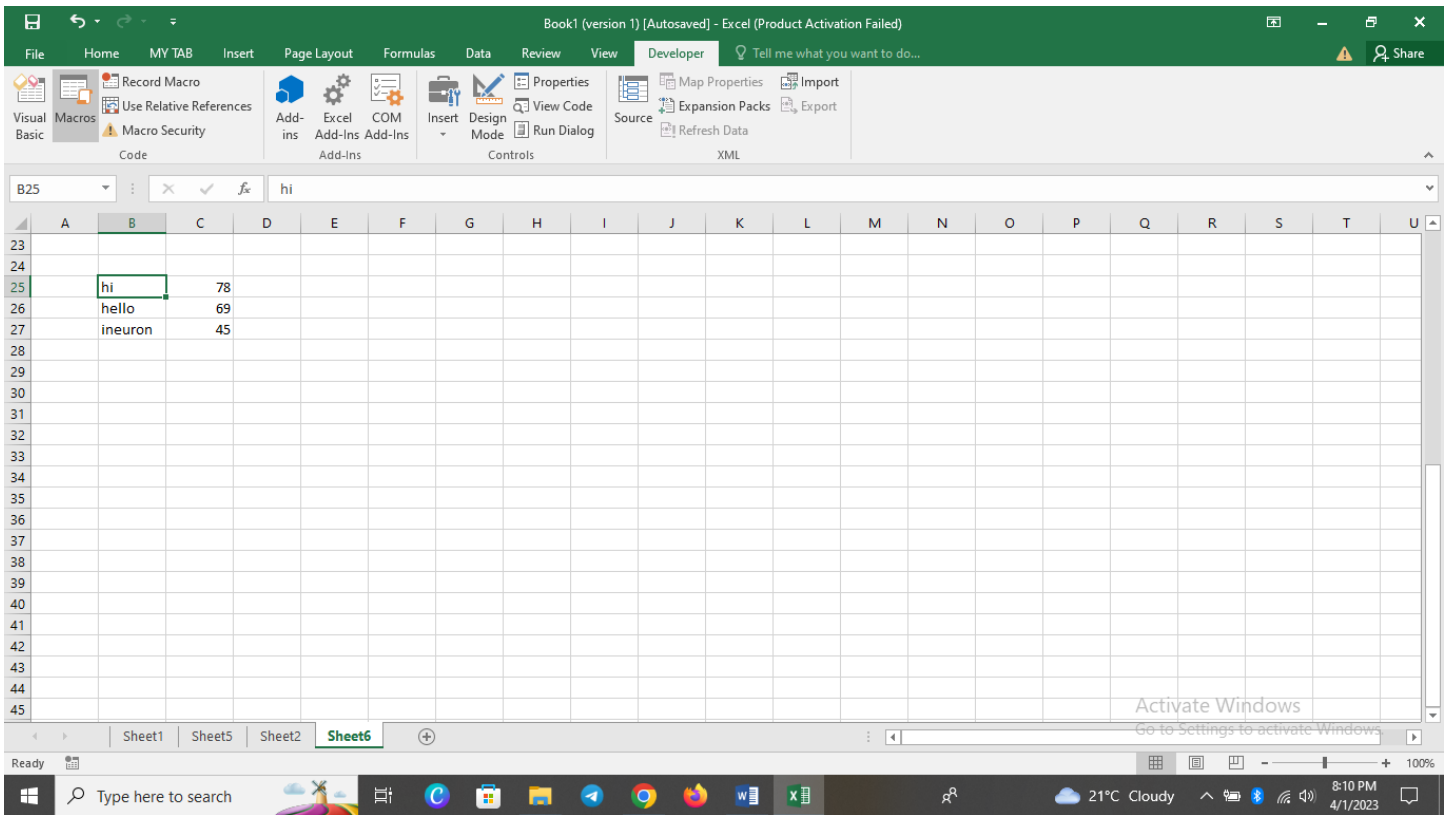
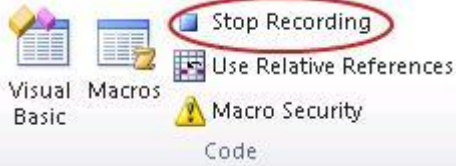
hello 69

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1. In the Code group on the Developer tab, click Record Macro.
2. Optionally, enter a name for the macro in the Macro name box, enter a shortcut key in the Shortcut key box, and a description in the Description box, and then click OK to start recording.



3. Perform the actions you want to automate, such as entering boilerplate text or filling down a column of data.
4. On the Developer tab, click Stop Recording.



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

Microsoft Visual Basic for Applications (VBA) enables non-programmers to record, create, and edit macros that can automate tasks in Office applications.

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

The Immediate window evaluates expressions by building and using the currently selected project. To display the Immediate window, open a project for editing, and then choose Debug > Windows > Immediate or press Ctrl+Alt+I. You can also enter Debug. Immediate in the Command window.