**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. we can record a set of commands and then play them back with one or two keystrokes & save A LOT of time when doing routine and repetitive tasks.

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

VBA is Visual Basic for Applications. It is a programming language that can automate existing Excel operations. It can be used to write new functions, the Excel formulas for which may be very long and detailed.

**Visual Basic for Applications: -**

Variable

Arithmetic operators

Logical operators

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

ineuron 45

1. On the Developer tab, in the Code group, click Record Macro.

-OR-

Press Alt+T+M+R .

1. In the Macro name box, enter a name for the macro. Make the name as descriptive as possible so you can quickly find it if you create more than one macro.
2. To assign a keyboard shortcut to run the macro, in the Shortcut key box, type any letter (both uppercase or lowercase will work) that you want to use. you will lose the ability to Undo in that Excel instance.
3. In the Store macro in list, select where you want to store the macro.
4. In the Description box, optionally type a brief description of what the macro does.
5. Click OK to start recording.
6. Perform the actions that you want to record.
7. On the Developer tab, in the Code group, click Stop Recording.

-OR-

Press Alt+T+M+R .

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

Excel’s Visual Basic for Applications (VBA) editor is a very powerful tool. It lets you write and edit custom scripts that automate actions in Excel. In fact, when we [record a macro](https://spreadsheeto.com/make-a-macro/) it is stored in VBA code in the VBA editor. But writing a macro from the VBA editor directly gives you more flexibility than recording a macro in the traditional manner. we can create better code and complete more complicated tasks by working directly with Visual Basic for Applications.

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

The [Properties window](https://learn.microsoft.com/en-us/office/vba/language/reference/user-interface-help/properties-window) lists the [design-time](https://learn.microsoft.com/en-us/office/vba/language/glossary/vbe-glossary#design-time) [properties](https://learn.microsoft.com/en-us/office/vba/language/glossary/vbe-glossary#property) for selected objects and their current settings. we can change these properties at design time. When we select multiple controls, the Properties window contains a list of the properties common to all the selected controls.

To navigate the Properties window

1. From the View menu of the Visual Basic Editor, choose Properties window (F4).
2. Select the object whose properties we want to display. we can either use the mouse to select the object or use the Project Explorer to choose from a list.
3. Click the Alphabetic tab to display properties in alphabetic order, or choose the Categorized tab to display object properties by category.

To change a property's value

1. Select the property in the left column.
2. Change the property's value in the right column.

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

The [Immediate window](https://learn.microsoft.com/en-us/office/vba/language/reference/user-interface-help/immediate-window) displays information resulting from debugging statements in our code or from commands typed directly into the window.

To display the Immediate window-From the [View](https://learn.microsoft.com/en-us/office/vba/language/reference/user-interface-help/view-menu) menu, choose Immediate window (CTRL+G).