---------------------------------------------------------EXCELL ASSIGNMENT NO 16 ---------------------------------------

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

ANS: An Excel macro is an action or a set of actions that can be recorded, named, saved and executed as many times as required and whenever desired. By using macros, we are able to automate repetitive tasks associated with data manipulation and data reporting that must be accomplished repeatedly

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

ANS: 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.

All Office suite programs share common programming languages, and each have the capability of integrating VBA code to enhance the program. Due to the repetitive nature of spreadsheets, data analytics, and organizing data, VBA has been a natural fit with Excel more so than other Office suite programs.

The root of the relationship between VBA and Excel is often tied to the use of macros. To run a macro in Excel, you use VBA, though you can use VBA for non-macro activities 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

ineuron 45.

ANS:Steps : In the Code group on the Developer tab,--🡪 click Record Macro.-🡪 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.--🡪 Paste the table content in the worksheet 🡪Ctrl+A and then select the border from font under home pane 🡪 select B to make it bold 🡪click on stop recording

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

Ans: Visual Basic Editor is a separate application that is a part of Excel and opens whenever you open an Excel workbook. By default, it’s hidden and to access it, you need to activate it.VB Editor is the place where you keep the VB code.

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

### Ans: The interface of the VBA includes

### Menu Bar:

### This is where you have all the options that you can use in the VB Editor. It is similar to the Excel ribbon where you have tabs and options with each tab.You can explore the available options by clicking on each of the menu element.You will notice that most of the options in VB Editor have keyboard shortcuts mentioned next to it. Once you get used to a few keyboard shortcuts, working with the VB Editor becomes really easy.

### Tool Bar:

### By default, there is a toolbar in the VB Editor which has some useful options that you’re likely to need most often. This is just like the Quick Access Toolbar in Excel. It gives you quick access to some of the useful options.

You can customize it a little by removing or adding options to it. In most cases, the default toolbar is all you need when working with the VB Editor.

You can move the toolbar above the menu bar by clicking on the three gray dots (at the beginning of the toolbar) and dragging it above the menu bar.

Note: There are four toolbars in the VB Editor – Standard, Debug, Edit, and User form.

### Project Explorer:

### Project Explorer is a window on the left that shows all the objects currently open in Excel.When you’re working with Excel, every workbook or add-in that is open is a project. And each of these projects can have a collection of objects in it.

The following objects can be a part of the Project Explorer:

All open Workbooks – within each workbook (which is also called a project), you can have the following objects:

* + *Worksheet object* for each worksheet in the workbook
  + *ThisWorkbook object* which represents the workbook itself
  + Chartsheet*object* for each chart sheet (these are not as common as worksheets)
  + *Modules* – This is where the code that is generated with a macro recorder goes. You can also write or copy-paste VBA code here.

1. All open Add-ins

Consider the Project Explorer as a place that outlines all the objects open in Excel at the given time.

The keyboard shortcut to open the Project Explorer is Control + R (hold the control key and then press R). To close it, simply click the close icon at the top right of the Project Explorer window.

### Properties Window

Properties window is where you get to see the properties of the select object. If you don’t have the Properties window already, you can get it by using the keyboard shortcut F4 (or go to the View tab and click Properties window).

Properties window is a floating window which you can dock in the VB Editor. Properties window allows us to change the properties of a selected object. For example, if I want to make a worksheet hidden (or very hidden), I can do that by changing the Visible Property of the selected worksheet object.

### Code Window

There is a code window for each object that is listed in the Project Explorer. You can open the code window for an object by double-clicking on it in the Project Explorer area.Code window is where you’ll write your code or copy paste a code from somewhere else . When you record a macro, the code for it goes into the code window of a module. Excel automatically inserts a module to place the code in it when recording a macro.

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

The Immediate window is mostly used when debugging code. One way I use the Immediate window is by using a Print.Debug statement within the code and then run the code.

It helps me to debug the code and determine where my code gets stuck. If I get the result of Print.Debug in the immediate window, I know the code worked at least till that line.

If you’re new to VBA coding, it may take you some time to be able to use the immediate window for debugging.

By default, the immediate window is not visible in the VB Editor. You can get it by using the keyboard shortcut Control + G (or can go to the View tab and click on ‘Immediate Window’).