**Advance Excel Assignment 16**

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

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.

1. 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. VBA functions within MS Office applications; it is not a stand-alone product.

1. How do you record a macro? Write detailed steps to create a macro to automatically make the following table bold and to create borders for excel?

To create a macro we need to simply click on the macro button and it will start recording of the macro

And whatever step will will take will be consider as the action one by one. We just need to click on the

Bold button and boarders .

1. 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**.

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

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

The Properties window is **used to display properties for objects selected in the two main types of windows available in the Visual Studio integrated development environment (IDE)**. These two types of windows are: Tool windows such as Solution Explorer, Class View, and Object browser.

The Watch Window **makes it convenient to inspect, audit, or confirm formula calculations and results in large worksheets**. By using the Watch Window, you don't need to repeatedly scroll or go to different parts of your worksheet. This toolbar can be moved or docked like any other toolbar.