

ASSIGNMENT 16:

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

=> If we have a task in MS Excel that we need to do repeatedly, be it formatting cells, copying values or calculating totals, we can record a macro to automate those tasks. A macro is an action or a set of actions that we can run as many times as we want. When we create a macro, we are recording our mouse clicks and keystrokes.

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

=> VBA is an abbreviation for Visual Basic for Applications

It is Microsoft's programming language for office applications. It is a human-readable and editable programming code that gets generated when we record a macro.

VBA is used in excel to automate tasks and perform several other functions beyond creating and organizing the spreadsheets.

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

=> VBA Editor is a place where we write VBA code and create macros. Whatever the code we write will be in the background to the excel file with which it is linked, and once we run the code, every process will happen in the background and what we see in the excel file is the output.

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

=> The keyboard shortcut to open a VBA Editor is Alt+F11.

The first thing we see in the interface is the menu bar. Then below the menu bar we have 2 sets of toolbars. Below that we have a project explorer, it contains all the objects, by object we mean it can contain sheets, workbooks, modules, etc. And then we have properties window.

Properties window gives us all the properties and the values of the object we have selected.

Watch window displays the value of a watched expression in its current state.

To use the properties window, from the View menu of Visual Basic Editor, choose properties window. Then select the object whose properties you want to display.

To use the watch window, select add watch under the Debug menu. When the add watch window appears, enter the expression to watch and click ok.

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

To display the immediate window go to the View menu bar and select Immediate window or use shortcut key Ctrl+G to open the immediate window.

This window, it answers all our questions i.e., just ask the question in this window and it will give an immediate answer.

It is used to test problematic and newly written codes.

6. 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

=> Steps to record this macro:

i. Click the developer tab.

ii. In the code group click on the macro button. This will open the record macro dialog box.

iii. In the record macro dialog box enter a name for the macro.

iv. If required, create a shortcut key.

v. Next we have a 'store macro in' option, make sure the workbook in which we want to record macro is selected.

vi. Next enter a description, enter it if you want to add what the macro is about.

vii. Click ok. Now it starts to record the actions in excel.

viii. Now in worksheet type hi, hello and ineuron in A1, A2, A3 and in B1, B2, B3 type its respective numbers.

ix. Select the entire cell and in the font tab first select the bold(B) option and then apply border.

x. Now click the stop recording button from the developer tab.

xi. Now to test this macro open another sheet and perform the shortcut or select macro from developer tab and click run.