

**Excel Assignment - 16**

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

Ans: Macro is set of action that we can run multiples as we want. We are able to automat the repetitive task, We can use just one command to run the macro, Macro are used to reduce the time to run repetitive taks.

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

Ans: VBA stands for Visual Basic for Applications. It is a programming language integrated into Excel and other Microsoft Office applications. VBA is used in Excel for automation, customization, extended functionality. And It allows users to automate tasks, create custom functions, and build interactive applications within Excel.

1. 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: > Go to developer tab on Excel ribbon > Click on record marco > Enter a name of your macro > assigned a shortcut key eg Ctrl+Shift+M > Click on ok button and star recording macro

* Select the range > click the bold button in font > Click on the border button on the font > All border
* Go back to the developer tab and stop recording
* >Now to apply the recorded macro and automatically format the cells range >Go to developer tab then click on macro name that we created then Run then recorded macro will execute
* Now, whenever we need to apply the same formatting to a similar range, we can simply select the range and run the macro.

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

Ans: VBA Editor refers to the Visual Basic for Applications (VBA) integrated development environment (IDE) that allows users to write, edit, and debug VBA code. It is a tool provided by Microsoft in applications like Excel, Word, and Access, enabling users to automate tasks, create custom functions, and extend the functionality of these 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?

Ans: VBA editor is that where we write and edit our VBA code, It is the main area where you write procedures, functions, and manipulate code.

Properties window: The Properties window displays the properties of the currently selected object or control. You can view and modify various attributes such as font, color, size, and behavior of objects through this window.

Watch window: The Watch window is used to monitor the value of variables and expressions during runtime. You can add variables or expressions to the Watch window to keep track of their values as your code executes

Properties window: Press F4 or go to the "View" menu and select "Properties Window."

Watch window: Go to the "View" menu and select "Watch Window" or press Ctrl+Shift+W.

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

Ans: It provides a command-line interface where you can enter and execute VBA code statements immediately in such as Microsoft Excel, Word, or Access.