

Excel Assignment - 16

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

Ans: Macro is the set of program, which can be recorded and automates the same task multiple times to save the time.

Imagine you have a daily or weekly report to make it, pulling the data from different sheet. It will take around 10-15 minutes every day and same work every day makes you boring. So here you have MACROS to help you out. Take all different sheets in one master sheet and make necessary change for result. This is all to be operate by recording MACROS. Then you have data saved to extract in the same way on daily basis which will be done in few clicks.

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

Ans: VBA – Visual Basic Analysis.

VBA is the programming language for MS-office applications such as Excel, Word, powerpoint etc. it is used for programming, editing and running application code and the way that it relates to macros is that when you record a macro in excel you are essentially creating VBA code in the background so it's important for you to be able to jump into that code that sits behind your macro and be able to make minor changes and customize .

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: On the Developer Tab, in the Code Group, click on Record Macro.

Enter the name for the macro, and assign keyboard shortcut key to access the recorded macro.

Once you have this above data in excel, start recording macro as mentioned above steps.

Then start working on sheet/table which you have

Click on table -> select all -> make it bold as it will be Home tab (Font)

Then give it outer border for the table in same home tab, font grouping.

Once you finished the work of the table then stop recording.

Whenever you are making it the same table with different value/table then Run a macro recorded

On Developer Tab -> Code grouping -> Macro -> click on saved macro and then Run it.

Automatic result will appear as you recorded with current updated table.

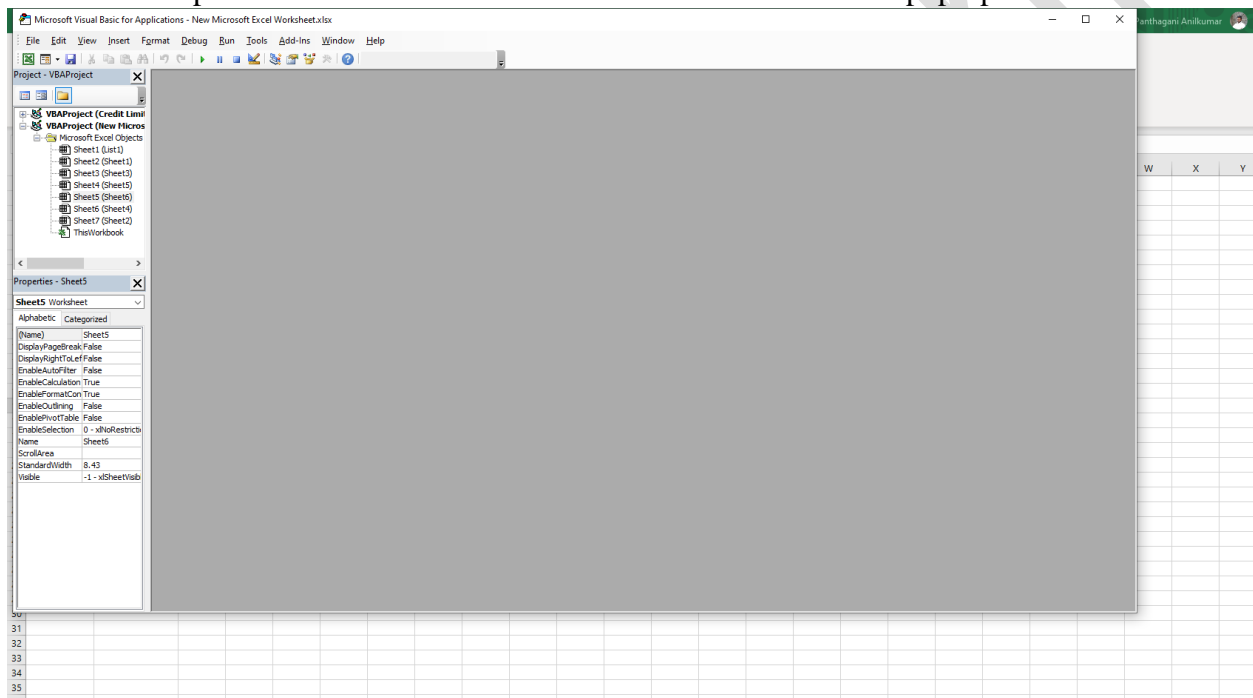
4. What do you mean when we say VBA Editor?

Ans: VBA editor is the editing option for code generated, which is used to edit the code we have in the window, this will allow us to operate the things to be done in simple and effective way. In this editor, we have more options than our basic excel, which leads to better result and accurate.

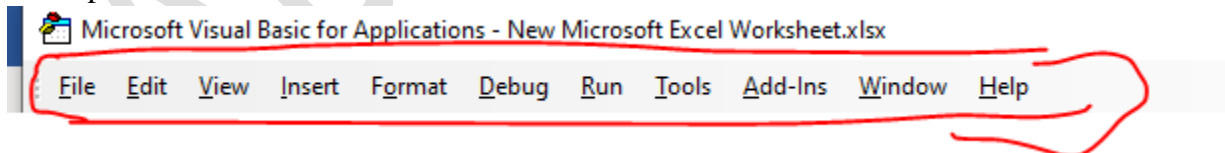
5. Briefly describe the interface of a VBA editor? What is properties window? And what is watch window? How do you display these windows?

Ans: For opening the VBA editor,

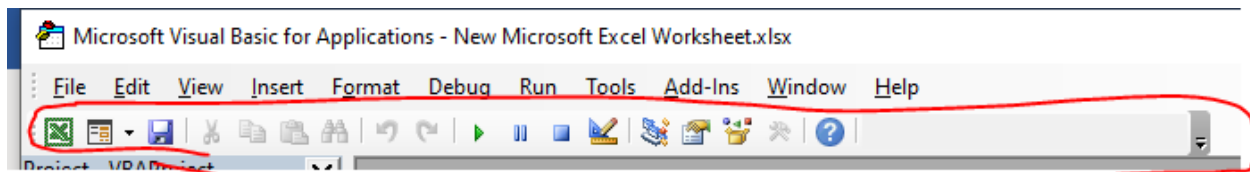
On the Developer Tab -> click on Visual Basic -> editor window will pop-up.



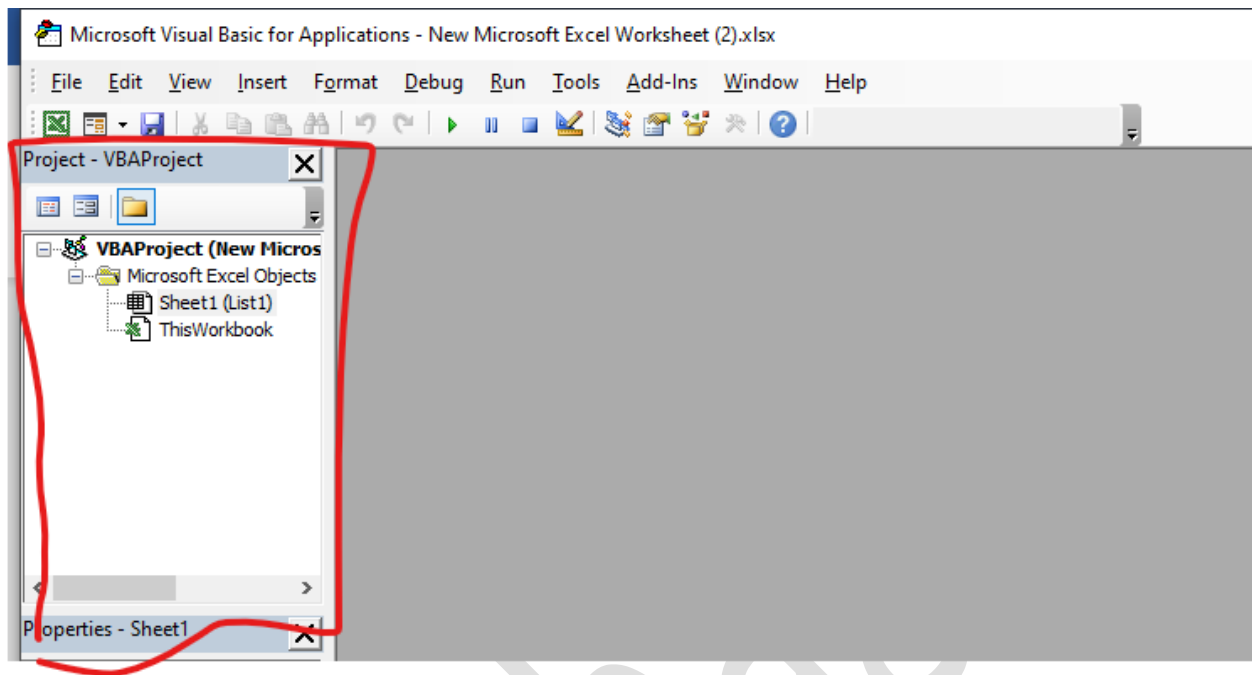
This options are known as Menu Bar



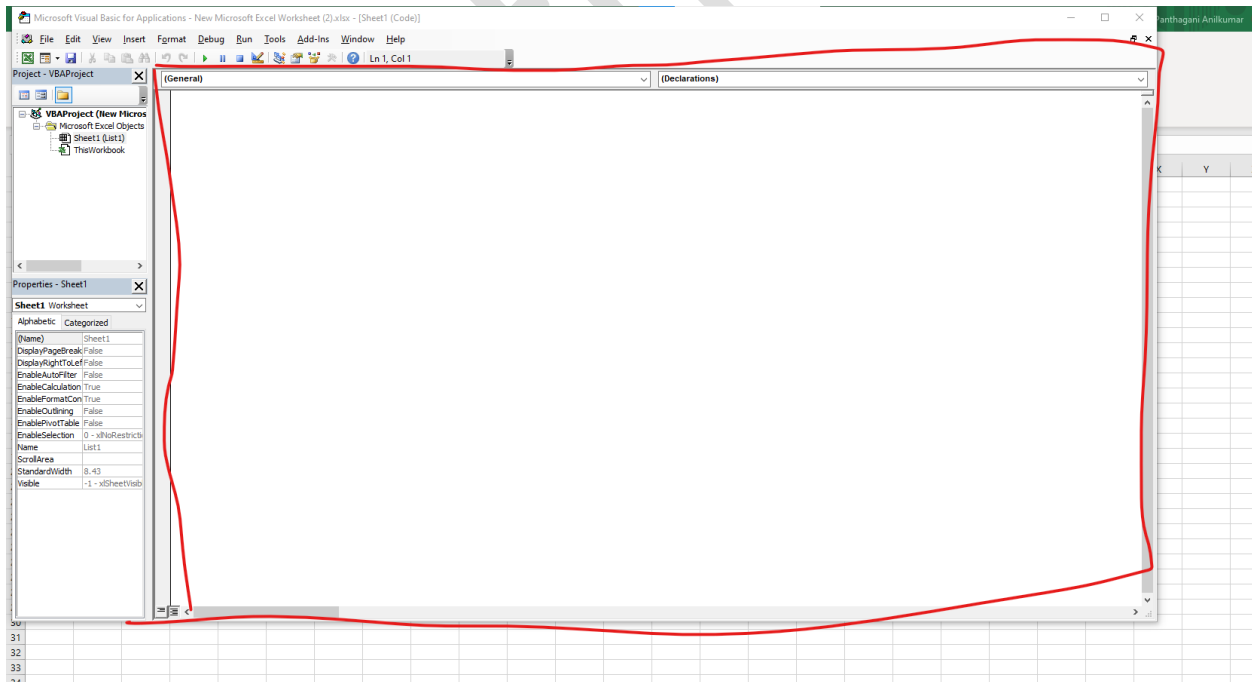
These below commands are known as Tool bar



This left side column known as the Project, which is based on the sheet we are working it. It will display, all the sheets which are in the same workbook.



This marked one is module editor.



Ans: Immediate window will answer you all the questions which you entered.

On the VBA editor -> View Menu bar -> immediate window.

It will add to the bottom of the VBA editor screen.

Whatever the question you ask, it will automatically and immediately give you the answer.