Ans 1 – Macros in Excel is a programming language that helps us to create custom applications within excel and helps us in automating the repetitive task. Using Macro, it becomes easy to automate the tasks which we need to do on our daily basis. For eg – We need to format Salary Column in the worksheet such that the numbers which are less than 10k will be red and other in green, now we can easily d this task by conditional formatting but if we must do the same task for 30 sheets then it would take lot of time, and that is where Macros comes into the picture.   
Macro’s a recorded in excel which means that it will record each task in a sequential order that is done by the user and will perform those tasks in the same order when it is called.

Ans 2 – VBA – Visal Basic Application is an event-driven tool, which means that you can use it to tell the computer to initiate an action or string of actions. To do this, you build custom macros—short for macroinstructions—by typing commands into an editing module. With VBA you can create macros to automate repetitive word- and data-processing functions, and generate custom forms, graphs, and reports.

Ans 3 – In order to record a macro in excel you need to enable the developer tab in the ribbon if it is not there by default, after that you need to click on **RECORD MACROS** (ALT+T+M+R) and a dialogue box will get open where we can name our macro, give a shortcut key to run the macro, give proper description to it as well the after clicking on **OK** it will start recording the steps in a sequential order performed by the user, then we need to click on **STOP RECORDING** after we are done with the steps.  
  
Steps:-

* Go to developer tab in the COD group click RECORD MACRO
* Give the Macro name as – Formatting
* Give the shortcut CTRL + k
* Give the description as Formatting the cells
* Perform the necessary steps and click on stop recording.
* De-format the cells again to perform macro operation
* Press CTRL + k.

Ans 4 – VBA editor is where al the VBA code is written t perform certain functions and in VBA editor we can edit the VBA code if we want to make some changes to the custom code which written already.

Ans 5 - The Visual Basic Application (VBA) is a programming environment for creating macros and other custom code in Microsoft Office applications. The VBE interface is divided into several windows, each of which provides a different view of the code or project being developed.

The Properties Window displays the properties of the currently selected object. The properties of an object are its characteristics, such as its name, size, and color. The Properties Window can be used to view and modify the properties of an object.

The Watch Window displays the values of variables and expressions as the code is executed. The Watch Window can be used to debug code by tracking the values of variables and expressions as they change.

To display the Properties Window, click the View menu and select Properties Window. To display the Watch Window, click the View menu and select Watch Window.

Here is a brief description of the other major windows in the VBE interface:

* Project Explorer: Displays the project hierarchy, which includes the modules, forms, and user controls that make up the project.
* Code Editor: Displays the code for the currently selected module, form, or user control.
* Immediate Window: Displays the results of expressions that are evaluated in the Immediate Window.
* Locals Window: Displays the values of local variables as the code is executed.
* Call Stack Window: Displays the call stack, which is a list of the procedures that have been called to reach the current point in the code.

The VBA interface can be customized to suit the needs of the individual programmer. For example, the size and position of the windows can be changed, and the toolbars can be customized.

Ans 6 - The Immediate window displays information resulting from debugging statements in your code or from commands typed directly into the window. From the View menu, choose Immediate window (CTRL+G).