**Excel Assignment – 16**

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

**Ans:** Macro is a programming language used to automate tasks in Excel. It helps users to automate repetitive tasks and create applications within Excel.

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

**Ans:** Visual Basic for applications is used to write programs for the window O.S and runs as an internal programming language in Microsoft Office.

With VBA, you can create macros to automate repetitive word and data processing function and generate custom forms, graphs and reports.

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:** We can record macro with the Macro Recorder in Excel.

The steps to create a macro automatically to make the following table are as follows:

Step 1: Record a macro: Developer -> Code group -> Record Macro

Step 2: Change the font to Bold and create borders for the data.

Step 3: Stop the macro.

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

**Ans:** Visual Basic Editor is a separate application that is a part of Excel and opens whenever you open an Excel workbook. By default, it’s hidden and to access it, you need to activate it. VB Editor is the place where you keep the VB code.

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:** The interface of a VBA editor are as follows:

1. Menu Bar
2. Tool Bar
3. Project Window
4. Properties Window
5. Code Window
6. Immediate Window

The Properties window displays the properties for the current object.

The watch window keeps track of useful cells or formulas in the worksheet or workbook.

To display watch window: Alt + M+ W

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

**Ans:** The Immediate window evaluates expressions by building and using the currently selected project. To display the Immediate window, open a project for editing, and then choose Debug > Windows > Immediate or press Ctrl + Alt + I.