Excel Assignment – 16

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

Macros for Excel are instructions you can customise to complete repetitive tasks automatically. Implementing macros in different types of software can help save users time when working on repetitive tasks, like filling in cells.

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

Excel?

VBA stands for Visual Basic for Applications. VBA is used to further expand what some programs are able to accomplish. VBA is often used to create macros, automate processes, generate custom forms, or perform repetitive tasks that may need minimal human intervention.

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

* Right-click on any of the existing tabs in the ribbon and click on ‘Customize the Ribbon’ option. It will open the Excel Options dialogue box.
* In the Excel Options dialogue box, you will have the Customize the Ribbon options. On the right, within the Main Tabs pane, check the Developer option.
* Click OK.
* Recording a Macro in Excel: Click the Developer tab.
* In the Code group, click on the Macro button. This will open the ‘Record Macro’ dialog box.
* In the Record Macro dialog box, enter a name for your macro. I am using the name EnterText.
* You can assign a keyboard shortcut if you want. In this case, we will use the shortcut Control +m
* In the ‘Store macro in’ option, make sure ‘This Workbook’ is selected. This step ensures that the macro is a part of the workbook.
* Click OK. As soon as you click OK, it starts to record your actions in Excel.
* First, we would make it bold and create the borders for the mentioned above table.
* Select cell A2.
* make the following table in bold and to create borders for it in excel.
* Hit the Enter key. This will select cell A3.
* Click on the Stop Recording button the Developer tab

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

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.

1. Briefly describe the interface of a VBA editor? What is properties

window? And what is watch window? How do you display these

windows?

Menu Bar: This is where you have all the options that you can use in the VB Editor. It is similar to the Excel ribbon where you have tabs and options with each tab.

Tool Bar: By default, there is a toolbar in the VB Editor which has some useful options that you’re likely to need most often. This is just like the Quick Access Toolbar in Excel. It gives you quick access to some of the useful options.

Project Explorer: Project Explorer is a window on the left that shows all the objects currently open in Excel.

Properties Window: Properties window is where you get to see the properties of the select object. If you don’t have the Properties window already, you can get it by using the keyboard shortcut F4 (or go to the View tab and click Properties window).

Code Window: There is a code window for each object that is listed in the Project Explorer. You can open the code window for an object by double-clicking on it in the Project Explorer area.

Immediate Window: The Immediate window is mostly used when debugging code. By default, the immediate window is not visible in the VB Editor. You can get it by using the keyboard shortcut Control + G (or can go to the View tab and click on ‘Immediate Window’).

Watch Window: The Watch window is used for monitoring the values of specific variables or expressions during code execution. You can add variables to the Watch window to keep track of their values as your code runs. Press Ctrl+Alt+W or go to View > Watch Window, and then add variables or expressions to monitor.

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

This is a window where you can execute VBA code line by line or evaluate expressions interactively. It's useful for testing and debugging.