

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

Ans 1. A macro is an automated input sequence that imitates mouse actions.

A macro is typically used to replace a repetitive series of keyboard and mouse actions and used often in MS Excel and MS Word.

It can save A LOT of time when doing routine and repetitive tasks.

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

Ans 2. VBA is basically stands for **VISUAL BASIC FOR APPLICATION.**

Excel VBA is Microsoft's programming language for Office applications such as MS-Excel, MS-Word, and MS-Access

With the help of **VBA** We can create macros to automate repetitive word- and data- processing functions, and generate custom forms, graphs, and reports.

Que 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 3. In the developer tab there is an option to record a macro.

STEPS TO RECORD A MACRO:

Developer tab > clicked on use relative references > clicked on record macros > dialog box will open > macro name (table_macro) > shortcut key (ctrl+shift+A) > description (this macro makes a table) > OK

NOW RECORDING STARTS

Select the cells > insert > table > OK > table design > uncheck the header row box > go to insert give border to the table > click on BOLD > write down the table matter > again go to developer tab and click on stop recording.

That's how you can record a macro in excel.

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

Ans 4. VBA Editor means - a place where we write VBA code and create macros. Whatever the code we write will be in the background to the excel file with which it is linked, and once we run the code, every process will happen in the background and what we see is the output in the excel file.

Que 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 5. It has a editor pane which you can write the code. menu bar contain file, edit, insert, format, debug etc. and a tool bar is there, a project explorer which has all the object like sheets, workbooks, module, class and different use forms. In this whichever file is open that object it will displayed if the file is not open you will not get the objects of it.

There is a **properties window**, which give you all the properties and the values related to the object you have selected.

The **Watch Window** displays the value of a watched expression in its current state

Que 6. What is an immediate Window and what is it used for?

Ans 6. In view menu bar there is an option of immediate window which have a shortcut as CTRL + G. when we click on that it will open a small window It will allow you to get immediate answers about your Excel files.