Excel Assignment 16

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

Ans: A macro is a set of instructions used to execute repetitive tasks. You can record a set of commands and then play them back with one or two keystrokes. That means that you can save A LOT of time when doing routine and repetitive tasks.

When you want to use macros to handle repetitive tasks for you, this first thing you do is 'record' a macro. Basically, this means that your computer will record every step you take during a task. Once you've recorded all the steps you take, your computer will save this and next time you need to do the same process, you just 'run' the macro, and it will simply repeat every step you just did (and we mean every step – when you're recording macros it's essential to get your process right or it could cause issues).

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

Ans: VBA is an abbreviation for Visual Basic for Application. VBA is a programming language that was developed by Microsoft Corp., and it is integrated into the major Microsoft Office applications, such as Word, Excel, and Access.

VBA is used to perform different functions, and different types of users use the programming language for various functions. The following are the different parties that use VBA:

1. General users

Most users regularly use MS Office applications such as Excel in their routine. VBA language is included in the MS Office package at no cost to the user. VBA is used to automate tasks and perform several other functions beyond creating and organizing spreadsheets.

2. Computer professionals

Computer professionals can use VBAs to perform more complex tasks that would otherwise take longer time and more resources to complete. For example, they can use VBAs to create custom add-ins for Excel that provide additional functionality to the application by introducing new functions that are not available in Excel.

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.
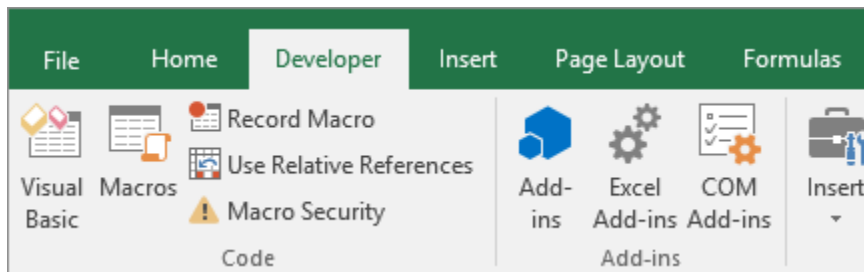
hi 78

hello 69

ineuron 45

Ans: To automate a repetitive task, you can record a macro with the Macro Recorder in Microsoft Excel. Imagine you have dates in random formats and you want to apply a single format to all of them. A macro can do that for you. You can record a macro applying the format you want, and then replay the macro whenever needed.
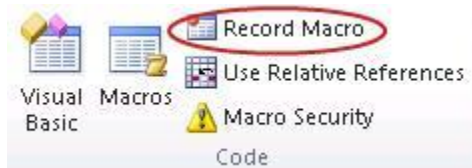
Before you record a macro

Macros and VBA tools can be found on the Developer tab, which is hidden by default, so the first step is to ena it. For more information, see Show the Developer tab.
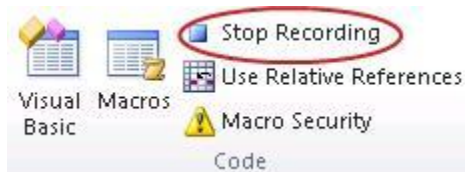

2. Record a macro

    1. In the Code group on the Developer tab, click Record Macro.
    2. Optionally, enter a name for the macro in the Macro name box, enter a shortcut key in the Shortcut key box, and a description in the Description box, and then click OK to start recording.

    3. Perform the actions you want to automate, such as entering boilerplate text or filling down a column data.
    4. On the Developer tab, click Stop Recording.

3. Take a closer look at the macro

    You can learn a little about the Visual Basic programming language by editing a macro.

To edit a macro, in the Code group on the Developer tab, click Macros, select the name of the macro, and click Edit. This starts the Visual Basic Editor.

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

Ans: Visual Basic for Applications (VBA) is part of Microsoft Corporation's (NASDAQ: MSFT) legacy software Visual Basic. VBA is used to write programs for the Windows operating system and runs as an internal programming language in Microsoft Office (MS Office, Office) applications such as Access, Excel, PowerPoint, Publisher, Word, and Visio. VBA allows users to customize beyond what is normally available with MS Office host applications. Microsoft Visual Basic for Applications (VBA) enables non-programmers to record, create, and edit macros that can automate tasks in Office applications. This article explains where you can find help when you use the Visual Basic Editor provided in your Office application.

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:

1. On the Developer tab, click Visual Basic.

    If you don't see the Developer tab:

a. Click File > Options.

b. Click Customize Ribbon, and then, under Main Tabs, select the Developer check box.

c. Click OK.

2. In the Visual Basic Editor, on the Help menu, click Microsoft Visual Basic for Applications Help.

3. If you haven't used Excel VBA Help before, you will be asked to choose the browser in which you'd like help to be displayed.

4. In the browser, on the left pane, under Excel, expand the Excel VBA reference.

5. In the left pane, browse to find the concept, procedure, or object that you want help with, or type a query in the Search box at the top right corner of your screen.

The Properties window is used to display properties for objects selected in the two main types of windows available in the Visual Studio integrated development environment (IDE). These two types of windows are:

- Tool windows such as Solution Explorer, Class View, and Object browser
- Document windows containing such editors and designers as the forms designer, XML editor, and HTML editor

The display properties window is accessible from the Windows Control Panel, or by simply right-clicking your desktop. The display properties window allows access top several settings, such as the Windows color scheme and background themes, resolution and monitor system drivers.

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

Ans: Use the Immediate window to debug and evaluate expressions, execute statements, and print variable values. 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. You can also enter Debug.Immediate in the Command window.