Excel Assignment – 16

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

   Ans: - Macro is set of instructions given by the user to accomplish the repetitive tasks.

   It saves the time to complete the tedious works.

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

   Ans: - VBA - Visual Basic Application.

   VBA is used to write programs for the windows operating system and runs as an internal programming language.

   Saves time in performing tedious tasks.

   Supports English like statements to write the code.

   Improves the functionality of excel by allowing you to make Excel

   Behave the way you want.

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.**

   Ans: -

   Steps: -

   1. Prepare the data as shown in the Question.

   2. On the view tab, at right corner, Click the micro-option.

   3. Click on the Record Micro Option.

4. Start working on the data table. Make it Bold and give it a border.

5. Click on stop macro-Recording.

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

Ans :-

VBA editors allow non-programmers to record, create and edit macros that can automate tasks in office applications.

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: -

Interface: - a) Menu Bar, b) Toolbar, c) Code Window, d) Immediate window, e) Watch window, f) Properties Window, h) Project Window.

Properties Window: - Displays the properties of the Current Project.

To display the immediate window press "Ctrl + G".

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

Ans :-

Immediate Window to debug and evaluates expression , execute statements and print variable values.