

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

*An Excel macro is an action or a set of actions that can be recorded, named, saved and executed as many times as required and whenever desired.

*we are able to automate repetitive tasks associated with data manipulation and data reporting that must be accomplished repeatedly.

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

*Visual Basic for Applications is a computer programming language developed and owned by Microsoft.

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

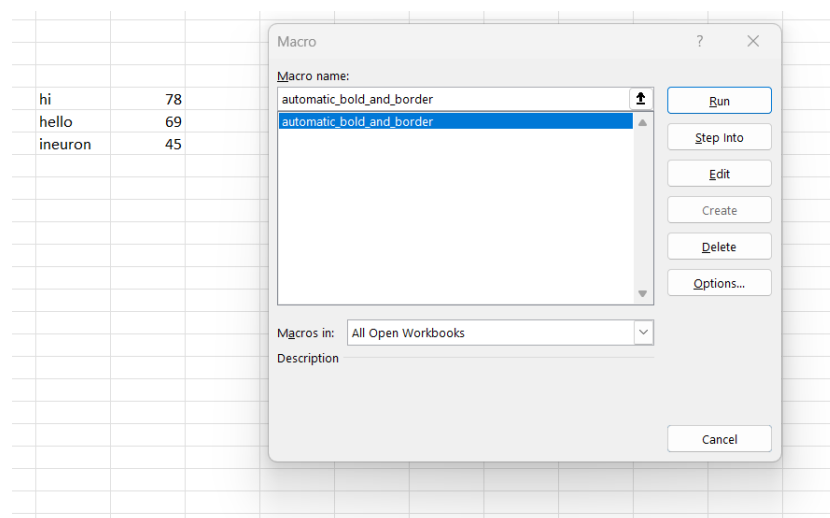
*VBA functions within MS Office applications; it is not a stand-alone product.

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.

*Go to file and click options

*select customised option and enable developer ribbon

*start the recording in developer ribbon



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

- *VBA enables 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?

- *VBA enables non-programmers to record, create, and edit macros that can automate tasks in Office applications

- *used to display properties for objects selected in the two main types of windows available in the Visual Studio integrated development environment (IDE)

- *makes it convenient to inspect, audit, or confirm formula calculations and results in large worksheets

- *Select the cells that you want to track.

- *Go to Formulas → Formula Auditing and select Watch Window

- *In the Watch Window dialog box, click on Add Watch

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

- *displays information resulting from debugging statements in your code or from commands typed directly into the window