

CHAPTER 5 – MACROS IN SPREADSHEET

A. Multiple Choice Questions

1. **Answer: (c) Tools**
 - Macro recording can be enabled from the **Tools** option on the menu bar via Tools > Options > LibreOffice > Advanced.
2. **Answer: Options (a), (b), and (c) are all invalid Macro Names.**
 - Rules state that a macro name must begin with a letter, contain no spaces, and contain no special characters except an underscore (_).
 - **(a) 1formatword** is invalid because it starts with a number.
 - **(b) format word** is invalid because it contains a space.
 - **(c) format*word** is invalid because it contains the special character *.
 - *(Note: (d) **Format_word** is the only valid macro name in the list).*
3. **Answer: (b) LibreOfficeMacros**
 - The **LibreOffice Macros** library is provided by LibreOffice and contains pre-recorded system macros that should not be changed.
4. **Answer: (b) BASIC**
 - Actions recorded by a macro are executed as instructions in a programming language called **BASIC**.
5. **Answer: (c) F5**
 - A module can be executed directly from the Integrated Development Environment (IDE) by pressing **F5** or by clicking the Run button.
6. **Answer: (b) Main**
 - By default, a newly created macro is named **Main**.

B. Fill in the Blanks

1. **Standard** library is automatically loaded when the document is opened.
2. IDE stands for **Integrated Development Environment**.
3. Macro as a function is capable of accepting **arguments** (or values) and returning a **result**.
4. Macro **Organizer** (or Basic Macro Organizer) allows us to add or delete a module.
5. The code of a macro begins with **Sub** followed by the name of the macro and ends with **End Sub**.
6. By default, a macro is saved in the **Standard Library in Module1**.

C. State Whether the Following Statements are True or False

1. **False** — A macro is a single instruction that executes a set of instructions, not a group executing a single instruction.
2. **True** — A macro can be recorded once and executed any number of times whenever required.
3. **False** — By default, the macro recording feature is turned off when LibreOffice is installed.
4. **False** — You can stop recording a macro at any time by clicking the "Stop Recording" button.
5. **True** — Giving macros the same name causes the newer macro to overwrite the previous one, so unique names should be used.
6. **True** — You can view and edit the generated BASIC code of a macro in the IDE.

D. Answer the Following Questions

1. **What is a Macro? List any two real life situations where they can be used.**

- **Definition:** A macro is a single instruction that executes a sequence of commands or keystrokes to automate repetitive tasks.
- **Real-life Situations:**
 1. Automatically applying consistent formatting (such as font style, size, text color, and cell merging) to heading cells across multiple worksheets.
 2. Repeatedly inserting standardized header data (such as school name, address, or contact details) without manual typing errors.

2. **List the actions that are not recorded by a macro.**

- The following actions are not recorded by the macro recorder in Calc:
 - Opening of new windows.
 - Actions performed in a window other than the one where recording started.
 - Switching between windows.
 - Actions unrelated to spreadsheet content (e.g., changes made in Options, customizing, or the macro organizer).
 - Cell selections made using the mouse (only keyboard cursor movements are recorded).

How is LibreOffice Macros Library different from My Macros?

LibreOffice Macros Library: Provided by default by LibreOffice, containing pre-recorded system modules that should not be modified.

My Macros: A user library designed to store custom macros that you write or add to LibreOffice.

Differentiate between predefined function in Calc and Macros as a function.

Predefined Function in Calc: Built-in standard formulas provided directly by LibreOffice Calc for general calculations.

Macros as a Function: Custom user-defined scripts created between Function and End Function in BASIC when no standard function exists for a repetitive calculation. They accept arguments, perform calculations, and return a result directly to sheet cells.

List the rules that should be kept in mind while naming a macro.

Names for a macro, module, or library must:

- Begin with a letter.
- Contain no spaces.
- Contain no special characters except for an underscore (_).

Give any one advantage of macros.

Advantage: Automates repetitive tasks to save time and effort while maintaining formatting standardization and eliminating typing errors.