

Excel 2007

Introduction to Macros

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Automating Excel with Macros

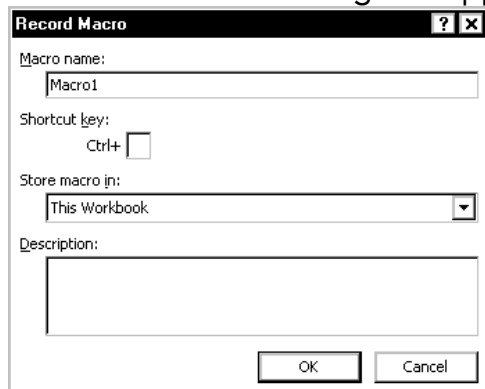
A macro is a shortcut for performing a series of actions in an Excel worksheet. Macros are useful for automating complex or repetitive tasks, especially if the work is being shared, because it is easier to explain one step (i.e., activate the macro) than it is to explain several steps. Once a macro is created, you can activate it by using the *Macro* dialog box or by pressing a keyboard combination.

Creating & Recording a New Macro

1. From the *Developer* command tab, in the *Code* group, click **RECORD**

MACRO  Record Macro

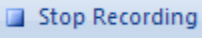
The *Record Macro* dialog box appears.



The *Record Macro* dialog box is shown. It has a title bar with a question mark and a close button. The fields are: **Macro name:** with a text box containing 'Macro1'; **Shortcut key:** with a label 'Ctrl+' and an empty text box; **Store macro in:** with a pull-down menu showing 'This Workbook'; and **Description:** with a large empty text box. At the bottom are 'OK' and 'Cancel' buttons.

2. In the *Macro name* text box, type a name for the new macro
NOTE: A macro name must begin with a letter and contain no spaces or special characters. Underscores (_) are permissible.
3. OPTIONAL: In the *Shortcut key* text box, type a letter that will be used to activate the macro
NOTES:
The shortcut key must be either an uppercase or lowercase letter.
Macro shortcut keys will override any existing shortcuts while the workbook with the macro is open (e.g., copying with [Ctrl] + [C], underlining with [Ctrl] + [U]).
4. To save the macro to the workbook that is currently open, from the *Store macro in* pull-down list, select **This Workbook**
To save the macro to a new workbook, from the *Store macro in* pull-down list, select **New Workbook**
To save the macro to Excel for use in any workbook, from the *Store macro in* pull-down list, select **Personal Macro Workbook**
5. OPTIONAL: In the *Description* text box, type a summary of the macro's function or any other information

6. Click **OK**
The *Record Macro* dialog box closes and the macro begins recording.
7. Perform the exact series of commands you want the macro to accomplish
8. When finished, from the *Developer* command tab, in the *Code* group, click

STOP RECORDING 

The recording stops and the macro is saved.

Running a Macro

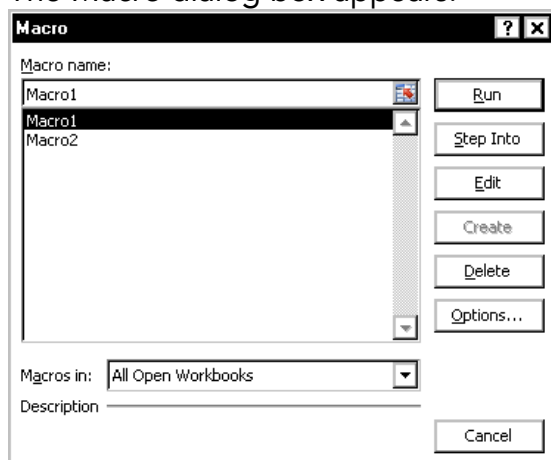
You can run a macro only after it has been created and recorded. Once you have chosen to run a macro, the macro will complete its commands until finished or until you suspend the macro.

WARNING: You should save your workbook before running a macro. If the macro's results are undesirable, you can close the workbook without saving and then reopen it, preserving the state of your workbook before using the macro.

Running a Macro: Ribbon Option

1. **OPTIONAL:** If the insertion point is critical, set it in the appropriate location
NOTE: This step will be useful if the macro's commands require you to begin in a specific cell.

2. From the *Developer* command tab, in the *Code* group, click **MACROS** 
The *Macro* dialog box appears.



3. From the *Macro name* scroll box, select the macro you want to run
4. Click **RUN**
The *Macro* dialog box closes and the selected macro performs the steps it recorded.

Running a Macro: Keyboard Option

If a macro was given a keyboard shortcut when creating it, you can use the shortcut to run the macro.

1. **OPTIONAL:** If the insertion point is critical, set it in the appropriate location
NOTE: This step will be useful if the macro's commands require you to begin in a specific cell.
2. Press the appropriate keyboard combination
The macro runs.

Suspending & Resuming a Macro

If you need to, you can suspend (i.e., stop or pause) a macro's progress after you have chosen to run it.

1. After you have started a macro, press **[Esc]**
The macro is suspended.
2. To complete the macro, run it
The macro resumes where it was suspended.

Deleting a Macro

If you no longer need a macro, you can delete it. Once a macro has been deleted, it is no longer available in any workbook; however, changes that have already been made by the macro will not be undone.

1. From the *Developer* command tab, in the *Code* group, click **MACROS** 
The *Macro* dialog box appears.
2. From the *Macro name* scroll box, select the macro you want to delete
3. Click **DELETE**
A confirmation dialog box appears.
4. To confirm the deletion, click **YES**
The macro is deleted and the *Macro* dialog box closes.
5. To delete more macros, repeat steps 1–4