

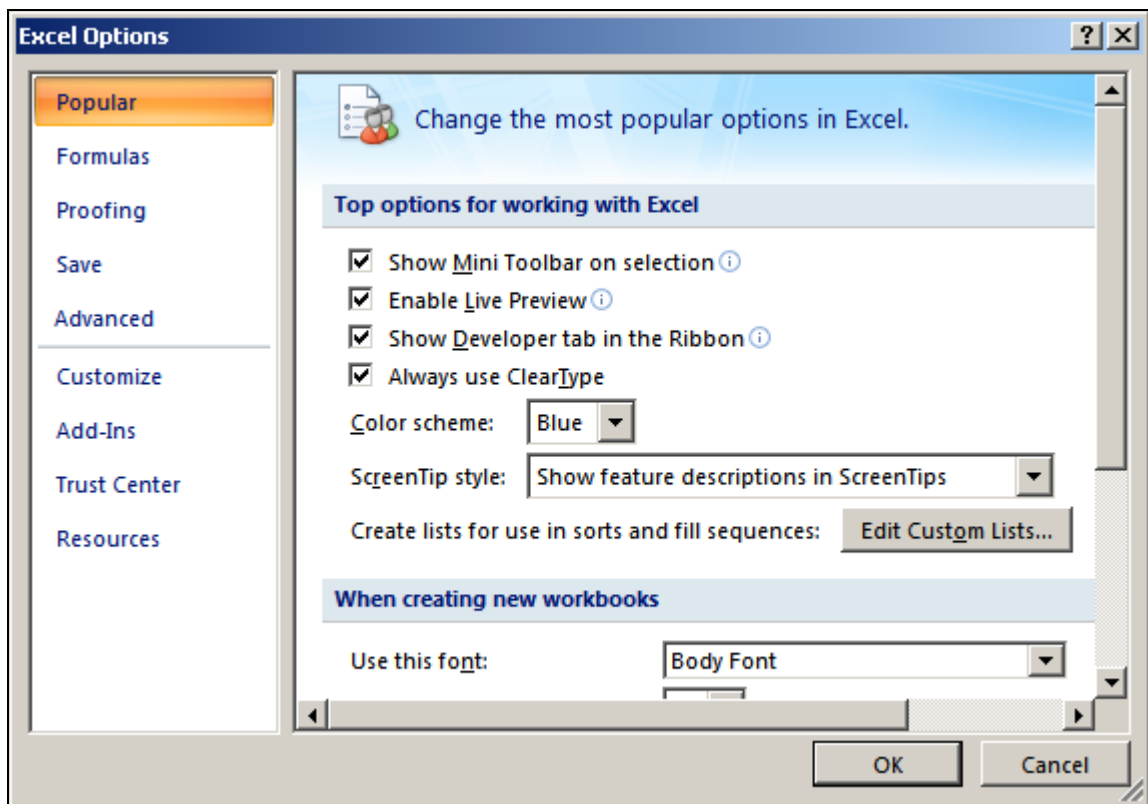
Excel 2007: Create & Run a Macro & Add to Toolbar

- Record a macro
- Run a macro
- Make a Symbol to run your Macro on the Quick Access Toolbar

Record a Macro

When you record a macro, the macro recorder records all the steps required to complete the actions that you want your macro to perform. Navigation done on the Ribbon is not included in the recorded steps.

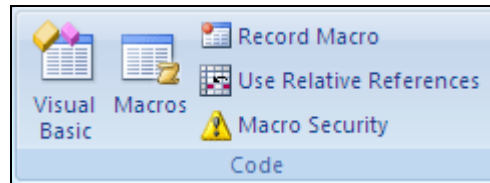
1. If the **Developer** tab is not available, do the following to display it:
2. Click the **Microsoft Office Button** , and then click **Excel Options**.



3. In the **Popular** category, under **Top options for working with Excel**, select the **Show Developer tab in the Ribbon** check box, and then click **OK**.

To set the security level temporarily to enable all macros, do the following:

1. On the **Developer** tab, in the **Code** group, click **Macro Security**.



2. Under **Macro Settings**, click **Enable all macros** and then click **OK**.
3. On the **Developer** tab, in the **Code** group, click **Record Macro**.
4. In the **Macro name** box, enter a name for the macro.

NOTE: The first character of the macro name must be a letter. Subsequent characters can be letters, numbers, or underscore characters. Spaces cannot be used in a macro name; an underscore character works well as a word separator. If you use a macro name that is also a cell reference, you may get an error message that the macro name is not valid.

To assign a CTRL combination shortcut key (shortcut key: A function key or key combination, such as F5 or CTRL+A, that you use to carry out a menu command. In contrast, an access key is a key combination, such as ALT+F, that moves the focus to a menu, command, or control.) To run the macro, in the **Shortcut key** box, type any lowercase letter or uppercase letter that you want to use. The shortcut key will override any equivalent default Excel shortcut key while the workbook that contains the macro is open.

5. In the **Store macro in** list, select the workbook where you want to store the macro.

NOTE: If you want a macro to be available whenever you use Excel, select **Personal Macro Workbook**. When you select **Personal Macro Workbook**, Excel creates a hidden personal macro workbook (Personal.xlsm) if it does not already exist, and saves the macro in this workbook.

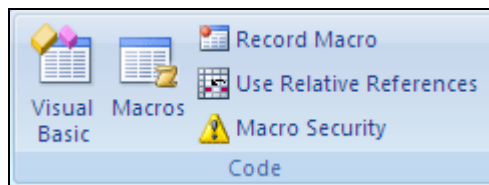
6. In the **Description** box, type a description of the macro if you want to.

7. Click **OK** to start recording.
8. Perform the actions that you want to record.
9. On the **Developer** tab, in the **Code** group, click **Stop Recording** .

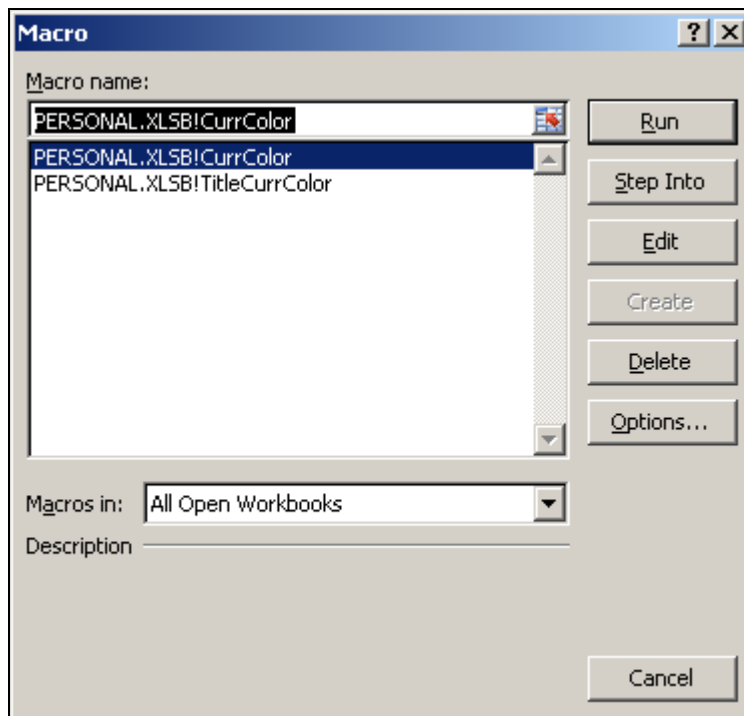
NOTE: You can also click **Stop Recording**  on the left side of the status bar.

To Run a Macro

1. On the **Developer** tab, in the **Code** group, click **Macros**.



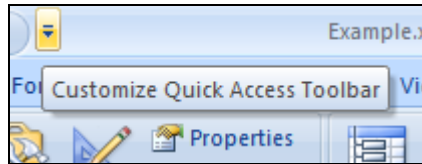
2. In the **Macro name** box, click the macro that you want to run.
3. Click the **Run** button.



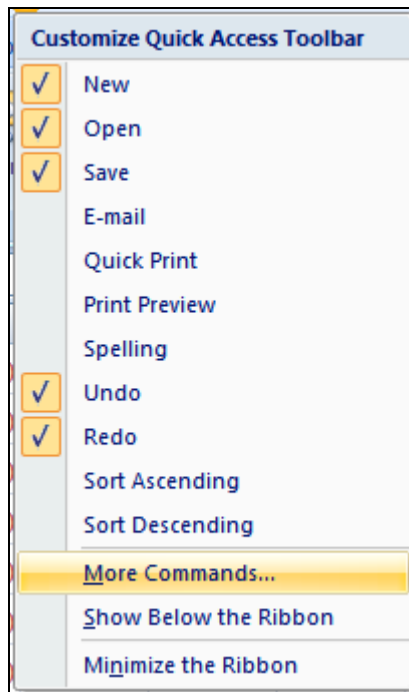
NOTE: You can also press CTRL+F8 to run the macro. You can interrupt the execution of the macro by pressing ESC.

To Make a Symbol on the Quick Access Toolbar to Run a Macro

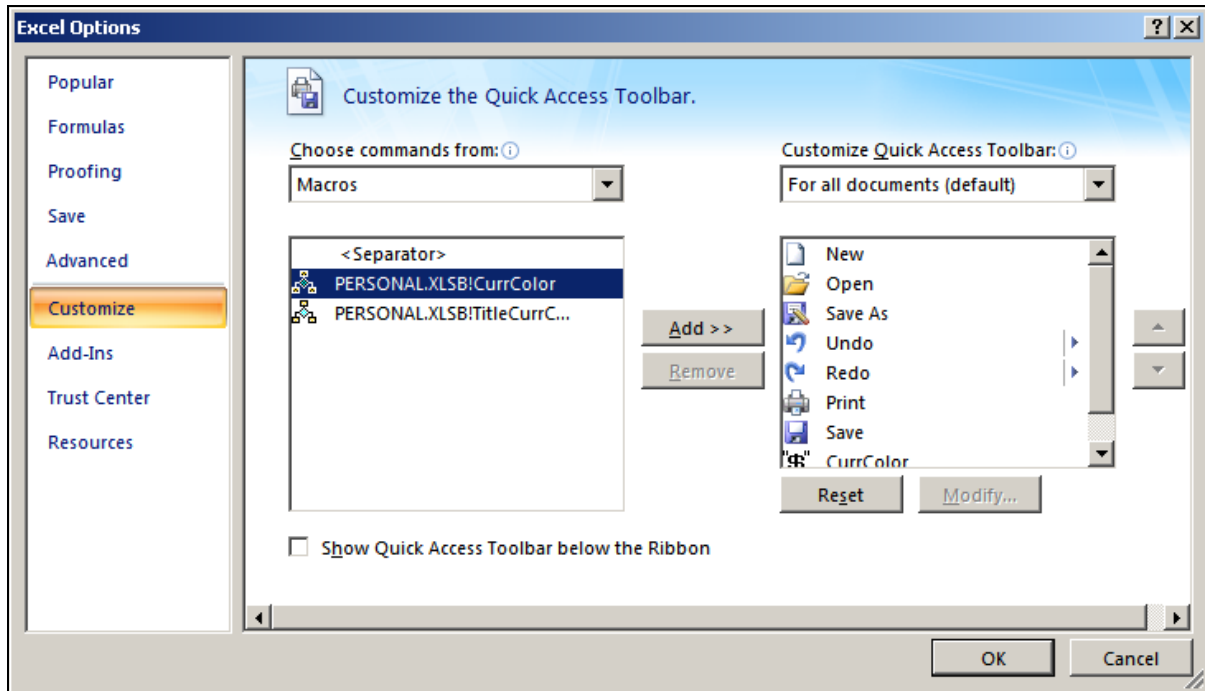
1. Click on the drop down arrow to find **Customize Quick Access Toolbar**.



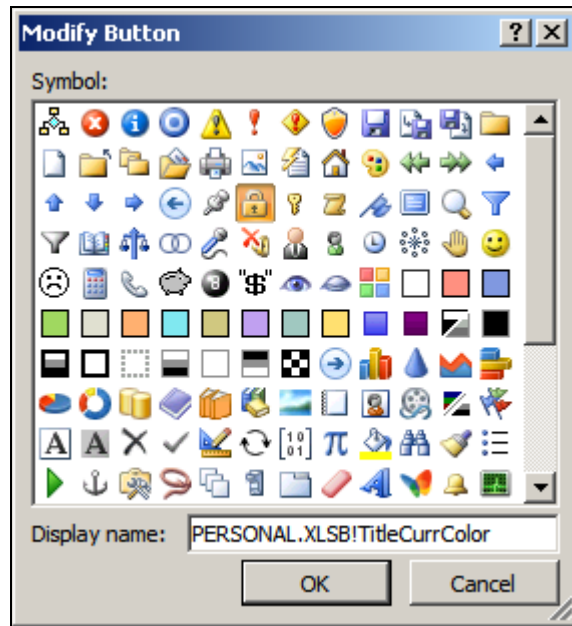
2. Click on **More Commands..**



3. In the **Choose commands from:** select **Macros**. You will then see the Macros listed. Select the Macro you want and click on the **Add** button.



4. Once you add the Macro the Modify button will be Available to pick a Symbol.



5. Click **OK** on the **Modify Button** window. Click **OK** on the **Excel Options** window. You will now see these Symbols on the Quick Access Toolbar.

