Lesson 2 Macros

What are Macros? Macros are programs that run within Excel that can help to automate common repetitive tasks, thus saving time and boosting productivity with a simple click or command. For example, if you wanted to delete a row within your spreadsheet, you would need to select the row, click the Home tab ,select delete, and then click delete rows. Instead you can create a macro that complete the entire sequence with a single click or keystroke.

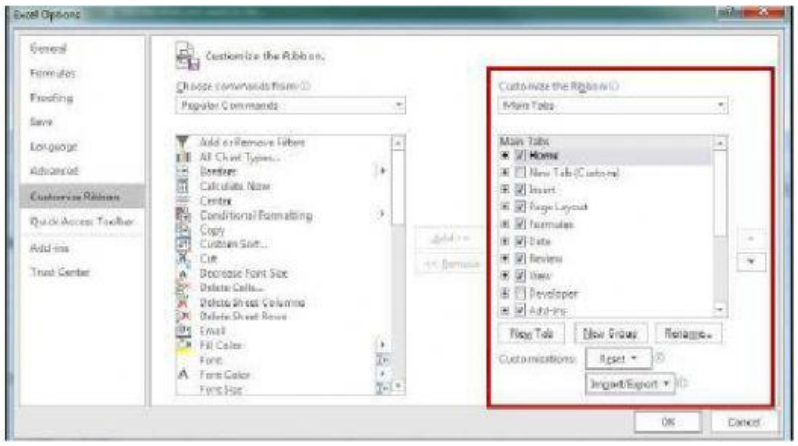
Enabling the Developer tab.

Before you can record a macro, you will need access to the *Developer* tab in the *Ribbon*. The following explains how to add the *Developer* tab to the *Ribbon*.

1. Right-click in an empty section within the *Ribbon*.
2. A *dialog* box will appear. Select **Customize the Ribbon.**

1

3. The *Customer Ribbon* window will appear, with options to customize the *ribbon* on the right.



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4. Click the **checkbox** next to *Developer***.**

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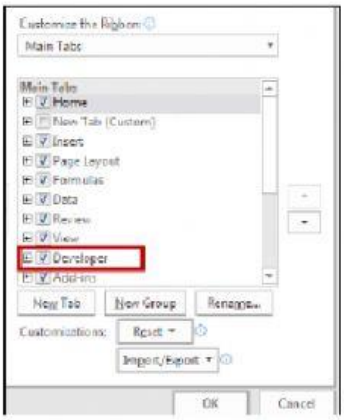

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5. Click **OK**.
6. The *Developer* Tab will now be displayed in the **Ribbon**.4

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Recording a Macros

When recording your macro, Excel will register every mouse click and keystroke as part of your macro until you stop recording. It is important to have the steps you wish Excel to record thought out beforehand. The following examples describes how to create a simple macro that will delete an entire row.

Note: If the Developer tab is not available, see the section on Enabling the Developer tab.

1.In the **Ribbon**, click the **Developer** tab.**1**

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2. In the ***Code*** group, click on the **Relative Reference**.**2**

2

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Note: With Use *Relative References* enabled, macros are recorded with action relative to the intial selected cell.

3

4. The **Record Macro** window appears. In the *Macro Name* field, type a name. Make sure the name has no spaces, and starts with a letter or underscore.**4**

5. In the *Shortcut* key field, enter a shortcut key. This will be the keyboard command you use to activate your Macro.**4**

6. In the Store macro in : click the down arrow, and select where you want the macro to be stored. If you plan to use a macro with more than one workbook, select the *Personal Macro Workbook* option.**4**

7. Enter a **description** of the macro in the *description field*. **4**

8. You are ready to record the steps of the macro. Click **OK** to begin recording.**4**

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Note : When recording your macro, Excel will register every mouse-click and keystroke as part of your macro until you stop recording.

9. In your spreadsheet, select a row you wish to delete.

10. In the *Ribbon*, click on the **Home** tab.**5**

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11. Under the *Cells grouping*, click on the arrow below **Delete. 6**

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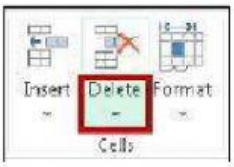

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12. From the drop down, click *Delete* Sheet rows.

7

13. The selected row will be **deleted**

14. Click on the **Developer tab.**

8

15. In the *Code* grouping, click **Stop Recording.9**

9

16. If done correctly, your macro will have been captured. To run your *Delete Rows macro*, select the row to delete and press **CTRL+r.**

Note: If your macro is not running as intended. |It is easier to delete the macro and record again. See the Managing your Macros section for more information.

Managing your Macros

Once you have created a macro, you can run it without using the keyboard shortcut, delete it, edit it, or change the keyboard options for it.

1. In the *Ribbon*, click the **Developer** tab. 1

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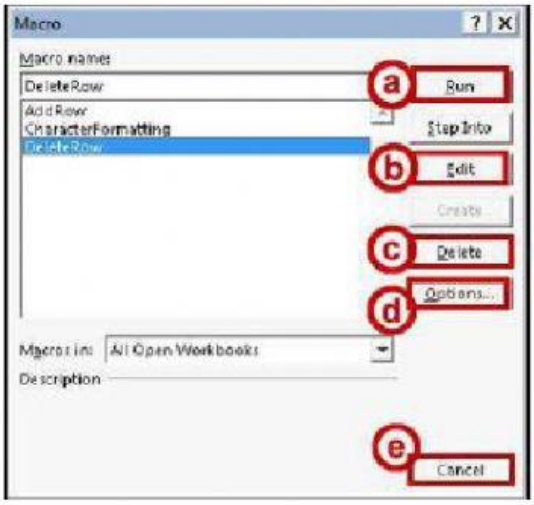
1

2. In the *Code* group click **Macros 2**

2

3. The Macro window will open. A list of your created macros will be displayed.
   a. To run a macro, select it from the list, and click **Run.3**
   b. To edit a macro in Visual basic, select it from the list, and click on **Edit.3**
   c. To delete a macro, select it from the list, and click on **Delete. 3**
   d. To *change* the shortcut key or description for the macro, select it from the list and click on **Options 3.**
   e. Click **Cancel** when finished. **3**



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Note: You will need to understand *Visual Basic* in order to edit a macro. If you need to make a correction and are not familiar with Visual Basic, it would be easier to delete the macros and re-record.

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Questions

1. **How do you enable macros? Give the steps.**

2.Givve the steps to Record macros?

3.How do you manage your macros? Give the steps

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