

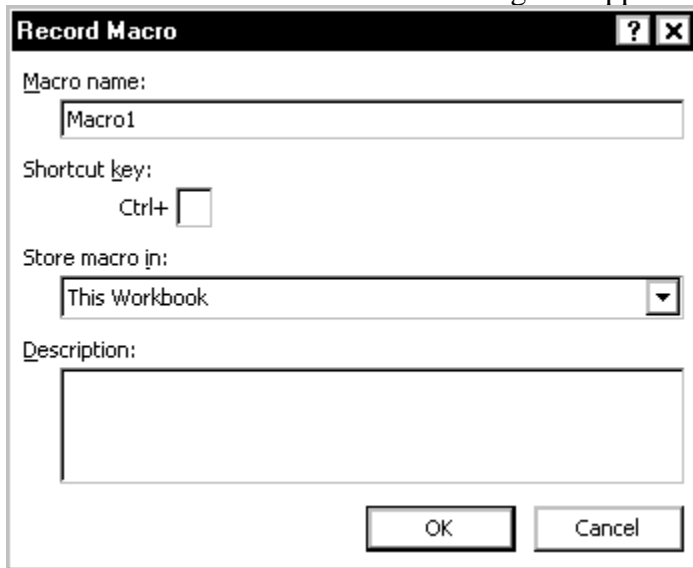
Automating Excel with Macros

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**

 the *Record Macro* dialog box appears.

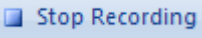


The **Record Macro** dialog box is shown. It has a title bar with a question mark and a close button. The fields are: **Macro name:** Macro1; **Shortcut key:** Ctrl+ []; **Store macro in:** This Workbook (dropdown); **Description:** []; **OK** and **Cancel** buttons.

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 a 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.

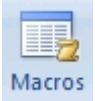
Running a Macro

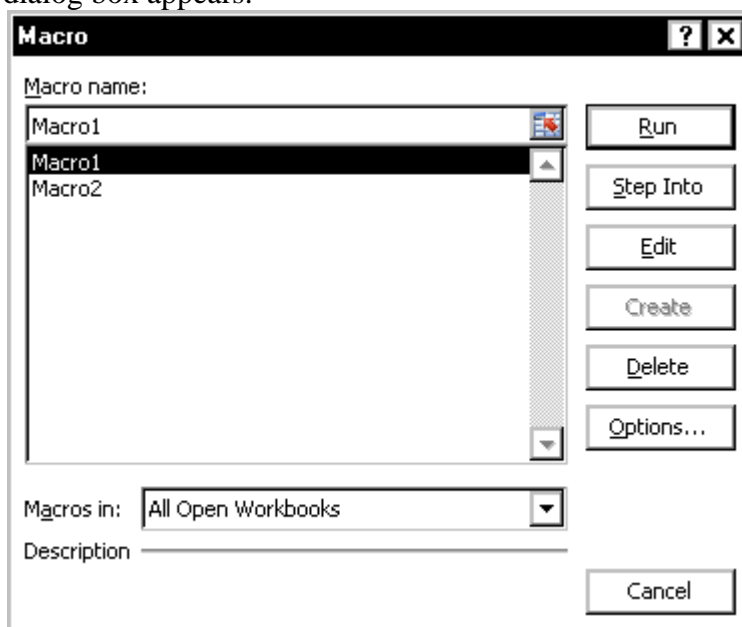
You can run a macro only after it has been created and recorded. Once you have chosen to run a macro, the macro will complete its commands until it is finished or until you suspend the macro.

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.

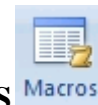
Suspending & Resuming a Macro

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 remain.



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

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