



Introduction

A macro is a recorded series of instructions stored in a software program. When a user would like to recall these instructions they do so by “running” the macro. In Microsoft Office and Excel in particular, macros are used to help execute tedious day to day tasks, simplifying the end user experience.

Process Summary

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Rules for Macros

Before a macro can be constructed a user has to determine if it passes the 3-way macro test by asking the following three questions:

1. Will the macro be used more than once?
2. Will the steps (instructions) executed when the macro is run be the EXACT same steps each time?
3. Is the task that the macro will perform one that is tedious, or lengthy for the user to perform every time it is needed?

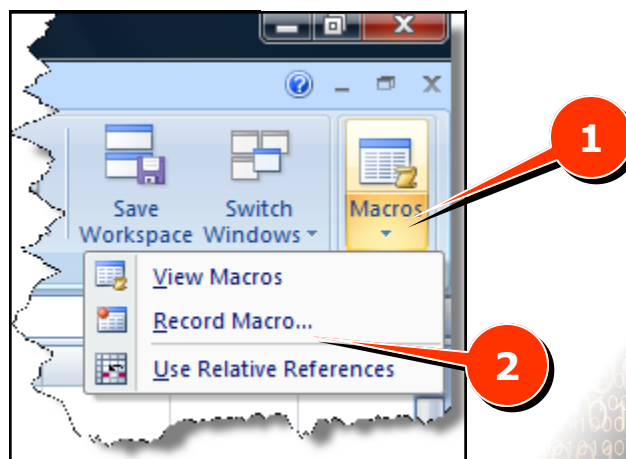
If the user can answer YES to each of these statements then a macro can be created.

Recording a Macro

The best thing to do before recording a macro is to write out the steps that are required to be performed on a piece of paper. Once in order, a macro can be created.

1. Choose **Macros** from the **Macros** group on the **View** tab (Fig 1, 1).
2. Choose **Record Macro** (Fig 1, 2). A dialog box will appear.

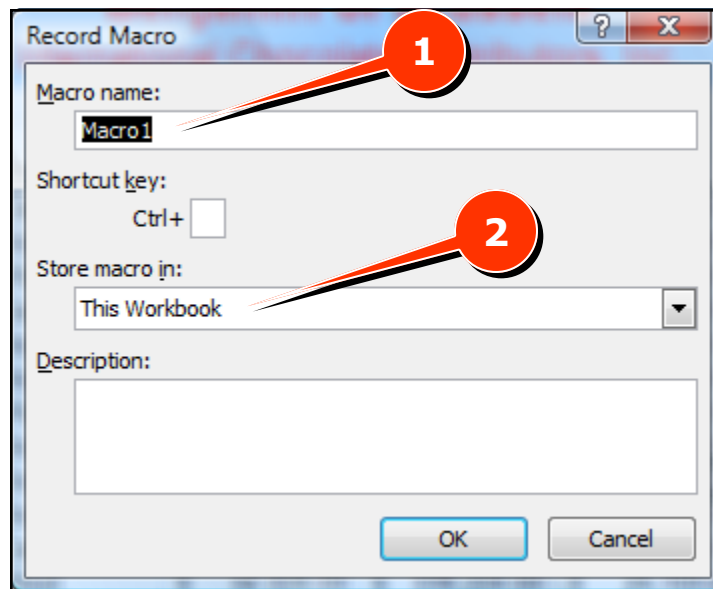
Figure 1



3. In the **Macro name** field, give the macro a unique name without any spaces (Fig 2, 1).
4. Choose the location as to where you would like the macro saved (Fig 2, 2). By default, Macros are saved in the workbook they are created in.

★ If you want a Macro to be available to you no matter what file you are in, choose **Personal Macro Workbook** from the drop down list.

Figure 2



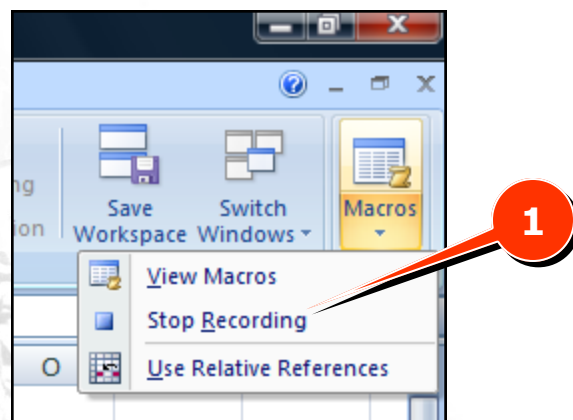
5. Click **OK**. The Macro will now begin recording keystrokes and mouse clicks. Perform all of the steps as you would normally.
6. When complete, choose **Macros** from the **Macros** group on the **View** tab (Fig 1, 1).
7. Click **Stop Recording** (Fig 3, 1).

⚡ A quicker way to stop recording a Macro is found on the **Status Bar**. Click on the **Stop** button and the Macro will stop recording (Fig 4, 1).

Figure 4



Figure 3

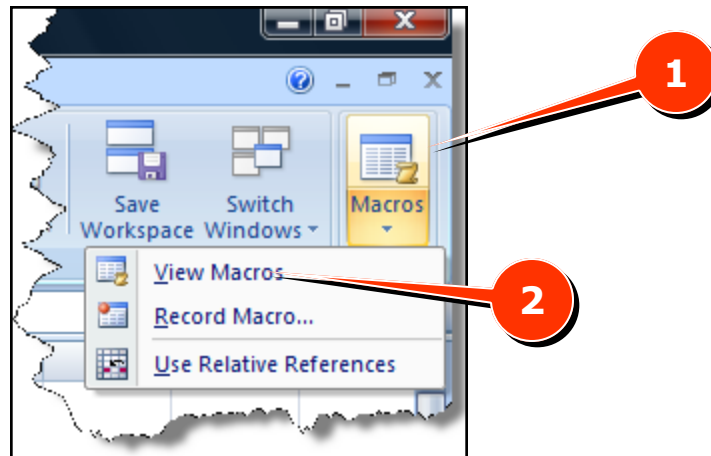


Running a Macro

When you are ready to execute the steps, simply run the Macro.

1. Choose **Macros** from the **Macros** group on the **View** tab (Fig 5, 1).
2. Select **View Macros** from the dropdown menu (Fig 5, 2).

Figure 5



3. A dialog box with a list of currently recorded macros will appear. Choose the macro you wish to run (Fig 6, 1).
4. Click **Run** (Fig 6, 2). The macro will execute automatically and the results will appear on the screen.

Figure 6

