



## Recording Macros

A macro is a **name** that represents a list of commands, actions, or keystrokes. You “call” the **name** to execute the list of commands. EXCEL contains a macro recorder that can be used to easily create macros. I think of the macro recorder like a camera. When I turn it on it will record all the actions and keystrokes I make. If I am satisfied with my recording, I can use it over and over. If I am not satisfied with the recorded macro, I simply delete it and record a new macro. Access to the macros is on the Developer tab. If you do not see a Developer tab, click on the Office Button, Click on EXCEL Options, and then check the box under the Popular options to Show the Developer tab on the ribbon. The Developer tab is shown in Fig. 1.

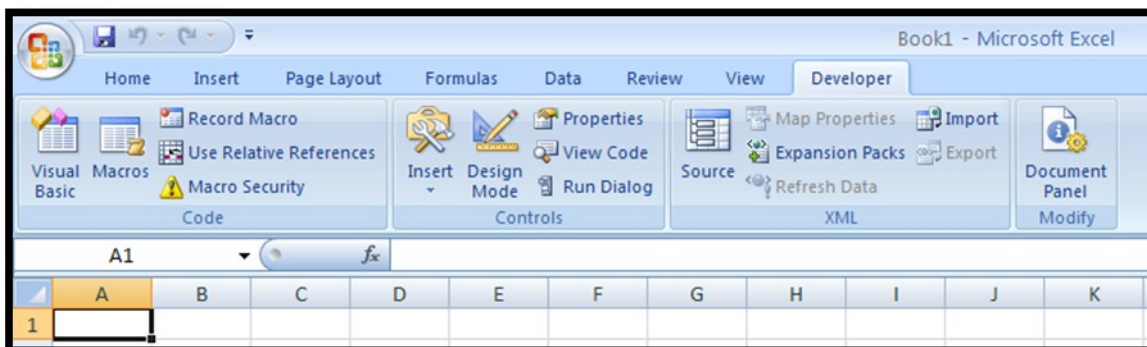


Figure 1. View of the Developer Tab

I recommend that you practice the sequence of actions or keystrokes you want to record, before starting the macro recorder. Once you are ready go to the Developer tab and click on the Record Macro icon. The following input box will appear. I suggest you use a macro name that you can later recognize. Macro names can be up to 256 characters long however they must not have any spaces in the name. For example, I use names such as: SaveResults or Save\_Results. The macro should be stored in the current workbook (This Workbook) which is the

default setting. Whenever you send a copy of your spreadsheet file to someone else, the macros are included. I suggest you provide a short description of the basic purpose of the macro.

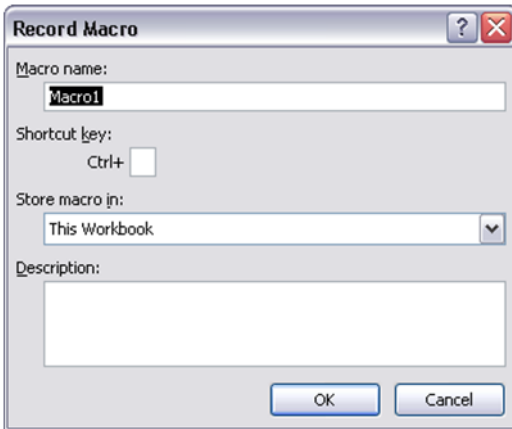


Figure 2: Record Macro Input

When you click the OK button the macro recording will begin and a Stop Recording icon will appear on the Developer tab. I recommend that the first action of all macros you record should be to click on the worksheet name tab (for example, Sheet1) of the worksheet you want the macro to begin on. Although you will not see anything happen, the macro recorder has created a command to always begin that macro on that worksheet. Then record all the desired actions and keystrokes. When you are finished go to the Developer tab and click on the Stop Recording icon. Your recorded macro will be stored in a Module in the Visual Basic for Applications Editor. You can view it by clicking on the Visual Basic icon on the Developer tab.

Your macro can be run in a variety of ways. The way I recommend is to attach the macro to an object. An object can be a graphic (picture or clipart) or a Form Object. On the Developer tab is a Controls section of the ribbon. Click on the Insert Tools icon and choose the upper left hand object under Form Controls (not the ActiveX Controls). This is a button whose purpose is to run macros. Once you have clicked on the button control the cursor will change to a + sign. Locate the desired position of the button on your worksheet, hold down the left mouse button and drag the button out to the desired size. An input box will appear to ask you for the name of the macro to be assigned to the button. Once you have assigned the desired macro you can edit the text to appear on the button. Whenever you click the button the macro you assigned will be run. To attach a macro to a graphic, right-click the object and then choose Assign Macro from the drop-down menu. Some examples of graphic and Form buttons are shown on the provided spreadsheet.

When you save a spreadsheet file the macros are automatically saved. In early versions of EXCEL, spreadsheets with or without macros had the .xls extension. However in EXCEL 2007, spreadsheets with macros must be saved as Macro-Enabled Workbooks with a .xlsm extension.