Macros

A macro is an action or a set of actions that is used to automate tasks. Macros can be created by using the macro recorder to record a sequence of actions or by entering Visual Basic for Applications code in the Visual Basic Editor. You can combine the steps by recording some steps and then tweaking them with additional code.

To Create a Macro by Recording a Sequence of Actions

- On the Tools menu, point to Macro, and then click Record New Macro.
- In the Macro Name box, type a name for the macro.

- You can create a shortcut to the macro through the Toolbars and Keyboard options. If you choose to use these options, first make any changes to the next two steps.
  - Use the Toolbars option to provide easy access to the macro by dragging the macro to the appropriate toolbar. Click Close to start recording the macro.
  - Use the Keyboard option to assign shortcut keys. You will need to type the key sequence in Press New Shortcut Key box and then click Assign. Click Close to start recording the macro.
- In the Store Macro In box, click the template (allow global access to the macro) or document in which you want to store the macro.
- In the Description box, type a description for the macro.
- If you haven’t used the Toolbars or Keyboard options, click OK to start recording the macro.
- Perform the actions you want to include in your macro. You can use the mouse to click commands and options, but not to select text. You must use the keyboard to record these actions. For example, you can use F8 to select text and press End to move the cursor to the end of the line.
• You can **Pause** and **Resume** recording using the button below:

![Stop Recording button](image)

• To stop recording your macro, click the **Stop Recording** button.

![Stop Recording button](image)

**To Create a Macro using VBA**

• On the **Tools** menu, point to **Macro**, and then click **Macros**.

• In the **Macro Name** box, type a name for the macro.

![Macros dialog box](image)

• In the **Macros In** box, select the template (allow global access to the macro) or document in which you want to store the macro.

• In the **Description** box, type a description for the macro.

• **Click Create**.

• The **Visual Basic Editor** window will open so that you can start programming.
To Run a Macro (without a shortcut)

- On the Tools menu, point to Macro, and then click Macros.
- Select the Macro.
- Click Run.

To Stop a Macro

- Press ESC.
- Click End in the Microsoft Visual Basic dialog box.
- If you want to prevent automatically running a macro when you start Excel, hold down SHIFT during startup.

To Edit a Macro

- On the Tools menu, point to Macro, and then click Macros.
- Select the Macro.
- Click Edit.
- The Visual Basic Editor window will open.

To Edit a Macro

Because macros can contain viruses, many computers have security levels set to high. You may need to change this in order to run your macros.

- On the Tools menu, click Options.
- Click the Security tab.
- Under Macro Security, click Macro Security button.
- Click the Security Level tab, and then select the security level you want to use.
- Click OK.

Macro Ideas

- Set first page to print on letterhead, remaining on plain paper
- Use Paste Special option with unformatted text
- Adding legal statements or disclaimers
- Create a table with AutoFormatting
- Add an envelope to document