Excel 2007 Mini Skills: Macros

Create or delete a macro

Record a macro
1. If the Developer tab is not available, do the following to display it:

   a) Click the Microsoft Office Button , and then click Excel Options.
   b) In the Popular category, under Top options for working with Excel, select the Show Developer tab in the Ribbon check box, and then click OK.

2. To set the security level temporarily to enable all macros, do the following:
   a) On the Developer tab, in the Code group, click Macro Security.
   b) Under Macro Settings, click Enable all macros (not recommended, potentially dangerous code can run), and then click OK.

3. On the Developer tab, in the Code group, click Record Macro.
4. In the Macro name box, enter a name for the macro.
5. To assign a CTRL combination shortcut key to run the macro, in the Shortcut key box, type any lowercase letter or uppercase letter that you want to use.
6. In the Store macro in list, select the workbook where you want to store the macro.
7. In the Description box, type a description of the macro.
8. Click OK to start recording.
9. Perform the actions that you want to record.
10. On the Developer tab, in the Code group, click Stop Recording .

Create a Macro by using Microsoft Visual Basic
1. If the Developer tab is not available, do the following to display it:

   a) Click the Microsoft Office Button , and then click Excel Options.
   b) In the Popular category, under Top options for working with Excel, select the Show Developer tab in the Ribbon check box, and then click OK.

2. To set the security level temporarily to enable all macros, do the following:
   a) On the Developer tab, in the Code group, click Macro Security.
   b) Under Macro Settings, click Enable all macros (not recommended, potentially dangerous code can run), and then click OK.

4. If needed, in the Visual Basic Editor, on the Insert menu, click Module.
5. In the code window of the module, type or copy the macro code that you want to use.
6. To run the macro from the module window, press F5.
7. In the Visual Basic Editor, on the File menu, click Close and Return to Microsoft Excel when you finish writing the macro.

Copy part of a macro to create another macro
1. If the Developer tab is not available, do the following to display it:

   a) Click the Microsoft Office Button , and then click Excel Options.
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b) In the Popular category, under Top options for working with Excel, select the Show Developer tab in the Ribbon check box, and then click OK.

2. To set the security level temporarily to enable all macros, do the following:
   a) On the Developer tab, in the Code group, click Macro Security.
   b) Under Macro Settings, click Enable all macros (not recommended, potentially dangerous code can run), and then click OK.

3. Open the workbook that contains the macro that you want to copy.

4. On the Developer tab, in the Code group, click Macros.

5. In the Macro name box, click the name of the macro that you want to copy.

6. Click Edit.

7. In the code window of the Visual Basic Editor, select the lines of the macro that you want to copy.

8. On the Edit menu, click Copy.

9. In the Procedure box of the code window, click the module where you want to place the code.

10. On the Edit menu, click Paste.

Assign a macro to an object, graphic, or control

1. On a worksheet, right-click the object, graphic, or control to which you want to assign an existing macro, and then click Assign Macro.

2. In the Macro name box, click the macro that you want to assign.

Delete a Macro

1. Do one of the following:
   • Open the workbook that contains the macro that you want to delete.
   • If the macro that you want to delete is stored in the personal macro workbook (Personal.xlsb), and this workbook is hidden, do the following to unhide the workbook:
     a) On the View tab, in the Window group, click Unhide.
     b) Under Unhide workbooks, click PERSONAL, and then click OK.

2. If the Developer tab is not available, do the following to display it:

   1. Click the Microsoft Office Button , and then click Excel Options.
   2. In the Popular category, under Top options for working with Excel, select the Show Developer tab in the Ribbon check box, and then click OK.
   3. On the Developer tab, in the Code group, click Macros.
   4. In the Macros in list, select the workbook that contains the macro that you want to delete. For example, click This Workbook.
   5. In the Macro name box, click the name of the macro that you want to delete.
   6. Click Delete.