Run 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) In the Macro Settings category, under Macro Settings, click Enable all macros (not recommended, potentially dangerous code can run), and then click OK.

0. Open the workbook that contains the macro.
1. On the Developer tab, in the Code group, click Macros.
2. In the Macro name box, click the macro that you want to run.
   - To run a macro in an Excel workbook, click Run.
   - To run a macro from a Microsoft Visual Basic module, click Edit, and then on the Run menu, click Run Sub/UserForm , or press F5.

Run a macro by pressing a CRTL combination shortcut key

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. On the Developer tab, in the Code group, click Macros.
3. In the Macro name box, click the macro that you want to assign to a CRTL combination shortcut key.
4. Click Options.
5. In the Shortcut key box, type any lowercase letter or uppercase letter that you want to use.
6. In the Description box, type a description of the macro.
7. Click OK, and then click Cancel.

Run a macro by clicking a button on the quick access toolbar

1. Click the Microsoft Office Button , and then click Excel Options.
2. Click Customize, and then in the Choose commands from list, select Macros.
3. In the list, click the macro that you created, and then click Add.
4. To change the button image of the macro, select the macro in the box where it was added, and then click Modify.
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5. Under **Symbol**, click the button image that you want to use.
6. To change the name of the macro that is displayed when you rest the pointer on the button, in the **Display name** box, type the name that you want to use.
7. Click **OK** to add the macro button to the **Quick Access Toolbar**.
8. On the **Quick Access Toolbar**, click the macro button.

Run a macro by clicking an area on a graphic object

1. In the worksheet, select an existing graphic object, such as a picture, clip art, shape, or SmartArt.
2. To create a hot spot on the existing object, on the **Insert** tab, in the **Illustrations** group, click **Shapes**, select the shape that you want to use, and then draw that shape on the existing object.
3. Right-click the hot spot that you created, and then click **Assign Macro** on the shortcut menu.
4. Do one of the following:
   - To assign an existing macro to the graphic object, double-click the macro or enter its name in the **Macro name** box.
   - To record a new macro to assign to the selected graphic object, click **Record**.
   
   When you finish recording the macro, click **Stop Recording** on the **Developer** tab in the **Code** group.
   - To edit an existing macro, click the name of the macro in the **Macro name** box, and then click **Edit**.
5. Click **OK**.
6. In the worksheet, select the hot spot.
7. On the **Format** tab, in the **Shape Styles** group, do the following:
   - Click the arrow next to **Shape Fill**, and then click **No Fill**.
   - Click the arrow next to **Shape Outline**, and then click **No Outline**.