

## 8.11: Recording a Macro

### Learning Objectives

- Use a macro to add a filter to column headers
- Use a macro to remove duplicates
- Use a macro to select blank rows

In business, you may have spreadsheets filled with data from different departments, divisions or even other companies requiring updating, reformatting or cleaning up on a regular basis. There are a few macros examples that help make this repetitive work easier.

These next spreadsheet actions are created from the **View > Macros > Record** macro path.

### Adding Filters to Column Headers

Each quarter you receive a spreadsheet filled with information. To make it easier to sort data you'd like to add filters to each new spreadsheet. Here are the steps to follow to make a macro for this:

- Open worksheet > **View > Macros > Record Macro**
- In **Record Macro** dialogue box;
  - Type in macro name with no spaces or by using \_ to connect words (e.g. Filter\_Macro).
  - Create a shortcut key (optional). If you do choose one, make sure it isn't Ctrl + C, Ctrl + V, or other already existing shortcut keys.
  - Decide where to store the macro recording.
  - Add a description (optional) to help identify the functions done by the macro and click **OK**. The macro is now recording.
- Highlight the entire row of column headers > **Data tab > Filter** button.
- Go back to **View > Macros > Stop Recording**. This macro is now available to use on the next set of data needing filters added.
- **Run macro:** To run the macro on the new set of data open the data, go to **View > Macros > View Macros**. A dialog box will open then select the macro for adding filters and click **Run**.

Watch this short video to see these tasks done in sequence and used on a fresh data set.

A link to an interactive elements can be found at the bottom of this page.

### Practice Questions

<https://assessments.lumenlearning.co...essments/18670>

<https://assessments.lumenlearning.co...essments/18671>

### Remove Duplicates

Spreadsheet data is often filled with duplicate information and needs to be sorted through in order to be useful. For this example, a single list of the salespeople is needed from the large data set. To start recording the macro, follow the order in the example for recording above, then follow these steps:

- Highlight the column containing the Salesperson names. Right click > copy OR use **Ctrl + C**
- Open a **new tab** > select a cell > right click and paste OR **Ctrl + V**
- Click **Data tab > Remove Duplicates** button
- Go back to **View > Macros > Stop Recording**. This macro is now available to use on the next set of data needing duplicates reduced.
- **Run macro:** To run the macro on the new set of data open the data then go to **View > Macros > View Macros**. A dialog box will open, select the macro for removing duplicates and click **Run**.

Watch the short video to see these tasks done sequence and used on a fresh data set.

A link to an interactive elements can be found at the bottom of this page.

### Practice Questions

<https://assessments.lumenlearning.co...essments/18672>

<https://assessments.lumenlearning.co...essments/18673>

## Selecting Blank Rows

Many times, a worksheet or data set is filled with blank rows that can stop a successful analysis of the data or cause errors in formulas. In order to clean up a data set with a macro, follow these steps.

Like with the other functions, open the spreadsheet and set up a macro for recording. An alternative way to quickly record is to select the record button at the bottom left corner of the Excel window to start.

- Create a **new column** > label it **Empty** (or another name). Make sure it has a filter added in the header.
- In the first cell, type in the function that counts how many values are in the list of arguments, that function is = **COUNTA(B4:G4)** your table range and press the **Enter** key.
- With the H4 cell highlighted, pull the corner down the entire column covering all the rows.
- Click filter arrow in “**Empty**” header and deselect “**All**” the select “**0**” and press **OK**.
- Select all the rows that are “**0**” > right click **delete**
- Click filter arrow in “**Empty**” header, then select **Clear filter** from “Empty” and data rows appear with no empty rows.
- Go back to **View, Macros** and **Stop Recording**. Alternatively, click the little square in the bottom left corner to stop the recording. This macro is now available to use on the next set of data needing duplicates reduced.
- **Run macro:** To run the macro on the new set of data open the data, go to **View > Macros > View Macros**. A dialog box will open, select the macro for selecting blank rows and click **Run**.

Watch the short video to see these tasks done in sequence and used on a fresh data set.

A link to an interactive elements can be found at the bottom of this page.

### Practice Questions

<https://assessments.lumenlearning.co...essments/18674>

<https://assessments.lumenlearning.co...essments/18675>

### Note

Unlike other actions, running a macro cannot be reversed with the Ctrl + Z (Cmnd+Z) short-cut or the Undo arrow so make sure you have a copy of the original data worksheet before running a macro for the first time.

Macros take a little practice to get used to, but once you use them more frequently, you will see the variety of things that a macro can accomplish. Remember, a macro allows you to record operations and re-use the sequence of mouse actions or keystrokes of anything you can do in Excel with keystrokes or a mouse. Start using them and see how far you can go.

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