

## 8.10: Macros

### Learning Objectives

- Use macros to complete actions in Microsoft Excel

Macros are programs used to automate frequently used processes or tasks in Excel. A macro records operations and re-uses the sequence of mouse actions or keystrokes of anything you can do in Excel with keystrokes or a mouse. Some of those actions include; cleaning up data, formatting cells, creating tables or organizing data in an Excel spreadsheet. If you have done repetitive tasks with a spreadsheet before, you may already have discovered macros. If you have not discovered them, learn this advanced Excel tool to speed up your efficiency and save time.

First, watch the following video which gives an overall example of how to program a macro in order to change the formatting on a sales report. After the video, we'll walk through a macro step by step and highlight a few of the commonly used actions to be program into a macro.

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

### Practice Question

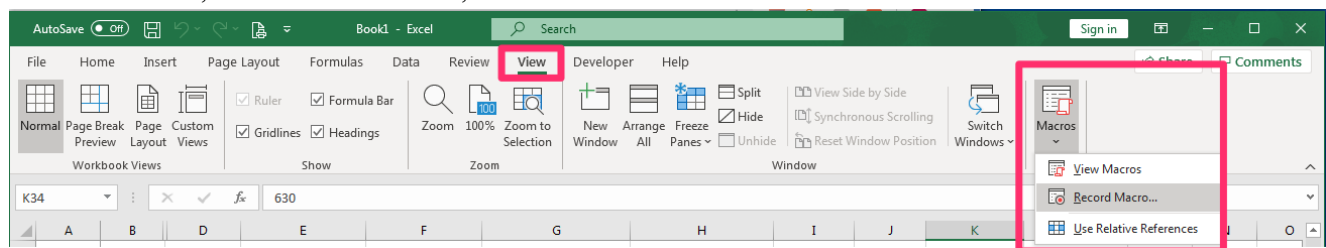
<https://assessments.lumenlearning.co...essments/18668>

### Macro Recording Locations

A macro has three main ways to be recorded. Two are from the ribbon area and one is not. Experiment and find your favorite way to record it.

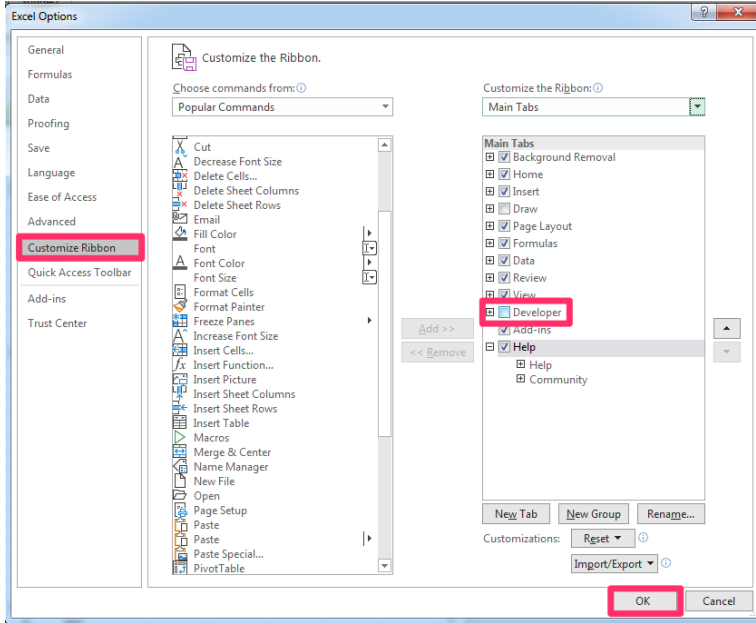
How to record a macro:

1. From the **View** tab, click the **Macros** button, and then the **Record Macro** button.

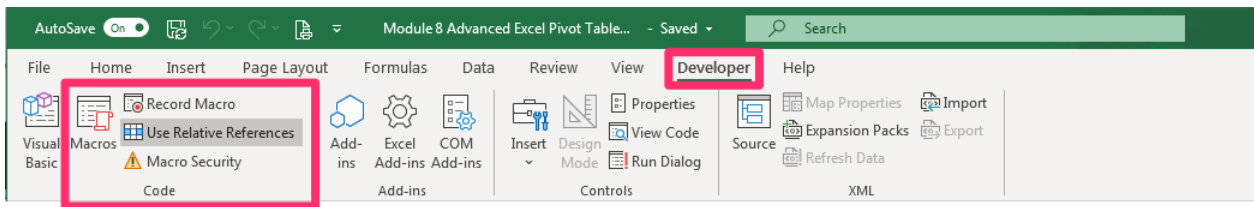


2. The video demonstrates how to make the developer tab appear in the menu. Here are the steps to follow:

- Go to **File, Options, Customize Ribbon**, then check the **Developer** check box and click **OK**.



- Going back to the main menu, the **Developer tab** is now visible. Click on it, and go to the **Code** group, and select the **Record Macro** button.



- The last main recording area is for the Macros button is at bottom left of spreadsheet window. Click on the button and a Macro dialog box opens to be filled out to begin recording.

AutoSave ON Book1 - Excel Search Sign in Share Comments

File Home Insert Page Layout Formulas Data Review View Developer Help

Visual Basic Macros Record Macro Use Relative References Macro Security Code Add-ins Excel Add-ins COM Add-ins Insert Design Mode Run Dialog Properties View Code Source Map Properties Expansion Packs Import Export Refresh Data XML

K34 630

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
		Order ID	Order Date	Customer Name	Salesperson	Product Name	Category	Unit Price	Quantity	Revenue	Shipping Fee				
49		2047	03/01/20	Company CC	Jennifer Annista	Fruit Cocktail	Fruit & Veg	39	26	\$1,014.00	\$106.47				
50		2048	02/06/20	Company F	Andrew Coulter	Dried Pears	Dried Fruit & Nuts	30	96	\$2,880.00	\$296.64				
51		2049	02/06/20	Company F	Andrew Coulter	Dried Apples	Dried Fruit & Nuts	53	16	\$848.00	\$88.19				
52		2050	02/04/20	Company D	Jose Sanchez	Gnocchi	Pasta	38	96	\$3,648.00	\$346.56				
53		2051	02/03/20	Company C	Cassandra Jenkins	Herbal Tea	Beverages	2.99	75	\$224.25	\$23.10				
54		2052	03/09/20	Company I	Bob Zeponi	Spagetti	Pasta	19.5	55	\$1,072.50	\$108.32				
55		2053	03/09/20	Company I	Bob Zeponi	Parmesan	Dairy Products	\$34.80	11	\$382.80	\$36.75				
56		2054	03/06/20	Company F	Andrew Coulter	Coffee	Beverages	\$14.00	53	\$742.00	\$71.97				
57		2055	03/08/20	Company H	Claudia Tadeo	Ketchup	Sauces	\$40.00	85	\$3,400.00	\$357.00				
58		2056	03/08/20	Company H	Claudia Tadeo	Buttermilk Biscuits Mix	Baked Goods & Mixes	\$9.20	97	\$892.40	\$91.02				
59		2057	03/25/20	Company Y	Xai Bing	Scones	Baked Goods & Mixes	\$10.00	46	\$460.00	\$46.46				
60		2058	03/26/20	Company Z	Bonnie Hipnal	Olive Oil	Oil	\$21.35	97	\$2,070.95	\$196.74				
61		2059	03/26/20	Company Z	Bonnie Hipnal	Tomato Soup	Soups	\$9.65	97	\$936.05	\$95.48				
62		2060	03/26/20	Company Z	Bonnie Hipnal	Lobster Meat	Canned Meat	\$18.40	65	\$1,196.00	\$123.19				
63		2061	03/29/20	Company CC	Jennifer Annista	Coffee	Beverages	\$14.00	72	\$1,008.00	\$100.80				
64		2062	03/06/20	Company F	Andrew Coulter	Chocolate	Candy	\$12.75	16	\$204.00	\$20.20				
65		2064	03/04/20	Company D	Jose Sanchez	Apricot Jam	Jams, Preserves	\$81.00	77	\$6,237.00	\$642.41				
66		2065	03/04/20	Company D	Jose Sanchez	Long Grain Rice	Grains	7	37	\$259.00	\$24.61				
67		2067	03/08/20	Company H	Claudia Tadeo	Parmesan	Dairy Products	34.8	63	\$2,192.40	\$217.05				
68		2070	03/03/20	Company C	Cassandra Jenkins	Maple Syrup	Condiments	10	48	\$480.00	\$48.00				
69		2071	03/03/20	Company C	Cassandra Jenkins	Ketchup	Sauces	40	71	\$2,840.00	\$295.36				
70		2075	03/10/20	Company J	Xai Bing	Walnuts	Dried Fruit & Nuts	10	55	\$550.00	\$55.00				
71		2077	03/10/20	Company J	Xai Bing	Dried Apricots	Dried Fruit & Nuts	3.5	21	\$73.50	\$7.35				
72		2078	03/11/20	Company K	Bonnie Hipnal	Ketchup	Sauces	40	67	\$2,680.00	\$270.68				
73		2079	03/01/20	Company A	Claudia Tadeo	Lobster Meat	Canned Meat	18.4	75	\$1,380.00	\$138.00				
74		2080	03/28/20	Company BB	Bonnie Hipnal	Coffee	Beverages	46	17	\$782.00	\$80.55				

Ready No macros are currently recording. Click to begin recording a new macro.

## Practice Question

<https://assessments.lumenlearning.co...essments/18669>

Macros are recorded in a program called Visual Basic. To edit a macro, the developer tab needed to access the Visual Basic program. We will not be diving into Visual Basic this time as an entire course all on its own. For now we will stay with the macro recording basics.

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