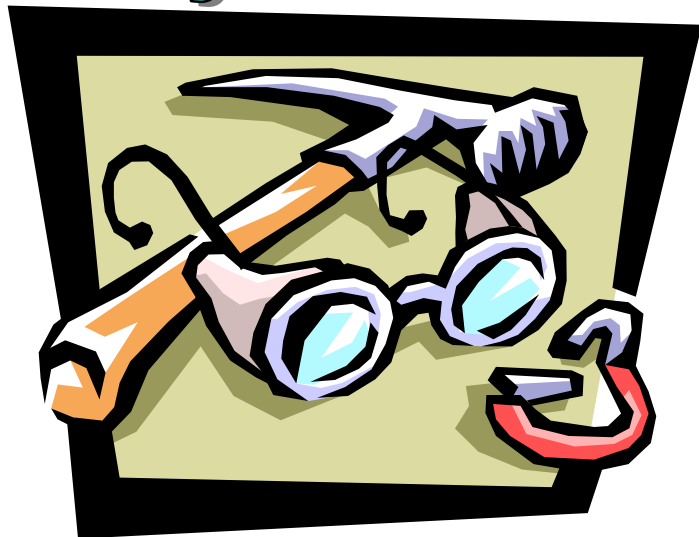


# Excel Macros

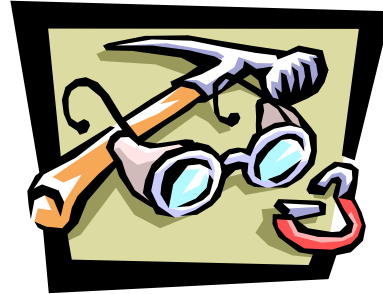
by Libby Baker



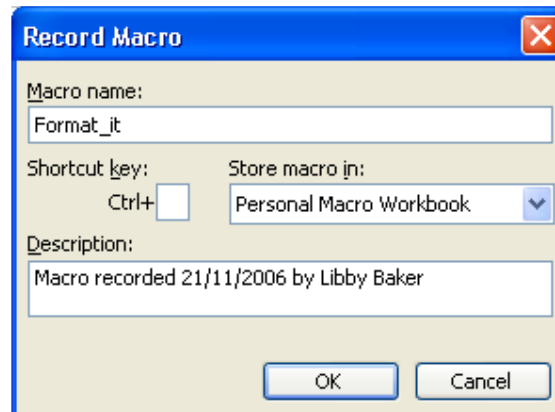
## Macros

### Overview of Recording and Running a Macro

Recording a macro  
*The easiest way to learn how to use Excel's Visual Basic is to record a macro.*



1. From the Tools menu, choose Macro, and then choose Record New Macro.



2. In the Macro Name box, type a name for the macro.
3. In the Description box, type a description of the macro.
4. Select where you will store the macro. If you select Personal Macro Workbook it will be available for all of your workbooks.
5. OK
6. Carry out the actions that you want to record.
7. Click the Stop Macro button.



### Recording with Relative/Absolute References

Turns relative references on or off. Unless this command is turned off, the Macro Recorder uses relative, not absolute, references to cells on a worksheet.

### Adding to a Recorded Macro

Alt F11 moves you to the Visual Basic Editor.

As well as directly typing you may copy and paste from previously written macros.

### Running a macro

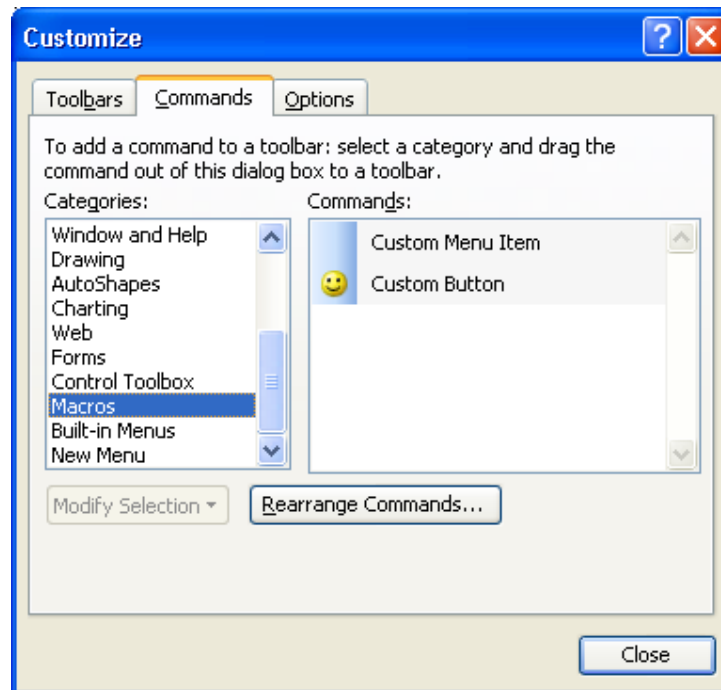
1. From the Tools menu, choose Macro.
2. In the Macro Name/Reference box, type or select a macro name.
3. Choose the Run button.

---

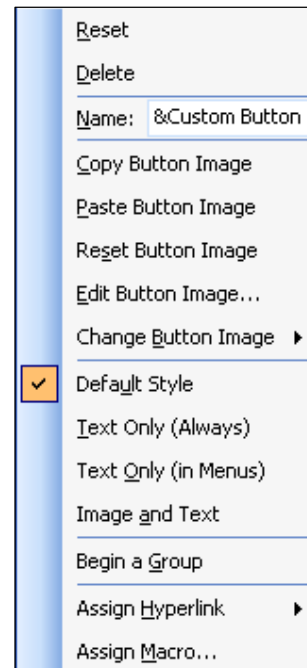
Notes:

## Assigning a Macro to the Tools Menu, a Button, or a Graphic Object

- ▼ Select Tools Customize, Commands, Macros



- ▼ Drag the Custom Button to a toolbar
- ▼ Right click the Smiley Face and assign the macro to the button
- ▼ Right click to make any further changes



## Customising Toolbars

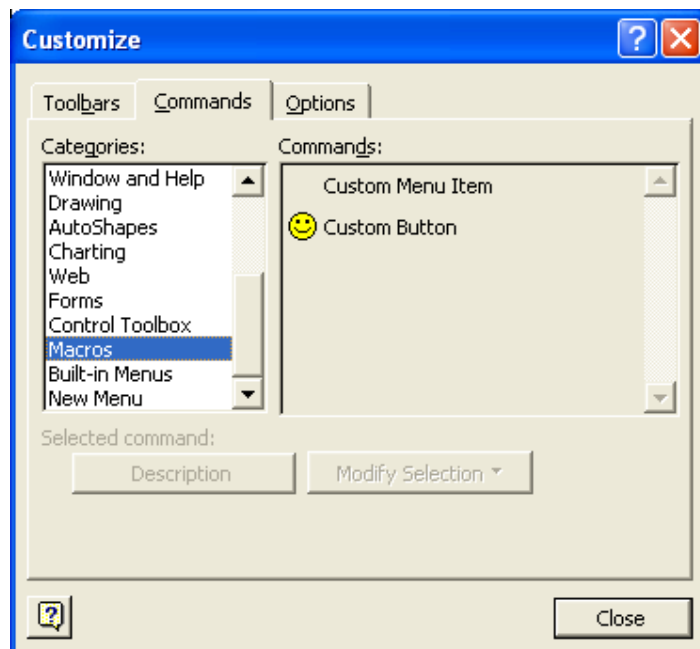
You can display any of the Excel built-in toolbars, and you can customise them to include the buttons that you use the most. You can also create entirely new custom toolbars.

Click any toolbar with the right mouse button to display the toolbar shortcut menu or choose View Toolbars.

### Creating Custom Toolbars

To create a custom toolbar choose Toolbars from the list and type a name in the Toolbar box. Choose the New button.

The Customise Dialog box will appear. You can then drag the button you want onto the new toolbar.



*Right - click the button to further modify.*

### Customising Existing Toolbars

To add an existing button to a toolbar, choose the Customise command from the toolbar shortcut menu. Drag the button to the toolbar. You may also drag any button off a toolbar.