

# Microsoft Excel

## Advanced Spreadsheets Exercise – Macro

Lecturer: Mark Gillan

As explained, a macro is a collection of events meaning various instructions and commands can be run all at the one time, thus saving time and reducing error.

Repetitive tasks can be recorded into a macro for use time and again.

Scenario for exercise: You are working for an organisation administering accounts for worldwide departments and subsidiaries. Once a month you receive a spreadsheet from one of the subsidiaries and you need to extract data from that particular sheet, bring the data into another sheet, set a total of costs to which you are authorised. The data requires to be formatted in a certain manner. The subsidiaries use a template for the costs but are not interested in your own workings.

You are required to gather subtotal amounts for Communications, Networking and Advertising, place into the Operational sheet, format as a table, ensure column widths / row heights are suitable, add text underneath authorising the costs with your name.

The same operation will be required for another workbook with the same layout.

Follow these requirements:

1. Open the Microsoft Excel Workbook named: MarketingBudgetPlan\_A
2. Record a macro naming it: OperationalCosts  
(Note: it is always good computing when naming fields for databases, commands or macros without using spaces)
3. Provide a suitable description for the macro
4. Include the following events within the macro:
  - a. Navigate to the Operational sheet
  - b. Insert a heading within cell A1 of: Department
  - c. Insert a heading within cell A2 of: Cost
  - d. Copy and paste below the headings, the label and amount for each subtotal of Communications, Networking and Advertising
  - e. Provide a heading at the bottom of the table for Total and relevant formula with function to total up the short list
  - f. Adjust column widths appropriately
  - g. Adjust all the row heights accordingly
  - h. Format the data as a table using something colourful
  - i. Underneath the table, merge some cells and type: "Amounts are authorised" followed by your name.
  - j. Return to the Marketing Budget Plan sheet and merge cells G27:M27 inserting text reading "The Macro is now complete" and continue to complete this exercise ...

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5. Complete the Macro and now prepare to test ...
6. Delete the contents of cell G27 (the text you have just typed)
7. Delete the sheet named Operational
8. Insert a new sheet into the workbook renaming it Operational
9. Run the Macro to ensure everything works
10. Edit the Macro by changing the text in cell G27 to now read “The macro works well. It is useful for future workbooks with the same repetitive tasks. This macro has now been successfully edited.”
11. Return to the Excel Workbook from the Visual Basic for Applications environment
12. Prepare to test the edited macro by deleting everything as previous and run the macro once again and ensure everything is working correctly
13. Close the MarketingBudgetPlan\_A workbook
14. Open the MarketingBudgetPlan\_B workbook
15. This workbook is for Company B and has different figures. You need to run the macro for the repetitive task similar to the previous Company A

Try using other data, plan and execute your own macro. Try it out!