

MACROS EXPLAINED

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WHAT IS A MACRO?

A macro is a recording of a series of tasks.

Usually used for repetitive time consuming tasks that tend to always follow the same sequence of events.

Recording a macro will enable the series of events to be saved.

The macro can be played by instructing from within macro commands or assigning to shortcut keys on the keyboard or indeed assign to a button for the ease of access by clicking to run the macro.

EXAMPLE USE OF MACRO



You always change the spreadsheet to landscape and print four copies. Using a macro means this repetitive changes and events can be completed very quickly at a click of one button.

You always select a certain range of cells, format, insert an image, print five copies then change formatting and print again with ten copies this time ... no problems ... click a button and done.

Record the macro once and use many times!

DEVELOPER

The macro commands are located in the Developer tab in Excel 2010 and within View ribbon tab for more recent versions.

Commands can be placed onto any ribbon and any grouping by using the Options, located within the “File” menu tab, then clicking Options. The developer ribbon can be switched on by clicking on the Developer check box located within the Customize Ribbon section.

So, File > Options > Customize Ribbons > Developer check box

MACRO SECURITY

Also located within the OPTIONS is Trust Center.

Macros have tight security due to Visual Basic for Applications being the code behind the scenes, meaning dangerous malicious code can sneak in with security breaches.

Macros should be disabled with notifications. Ensure this option is selected.

If you want unsigned macros to run without notification then select “Enable all macros” but remember to switch back again to a more secure mode after your session.

Warnings can appear prior to opening a workbook containing macros. If you are quite sure of opening and running macros then allow Excel by clicking the “Enable Content” button whenever the Security Warning appears.

Macro Settings

- Disable all macros without notification
- Disable all macros with notification
- Disable all macros except digitally signed macros
- Enable all macros (not recommended; potentially dangerous code can run)

Developer Macro Settings

- Trust access to the VBA project object model

PLAN THE MACRO

It is important to plan the macro prior to entering the “Record Macro” mode because Excel records ALL cell and ribbon selections ... including mistakes!

Although macros can be edited and we can look at this in more detail, it is best to record each event in the correct order and with correct input to save time.



RECORDING A MACRO

On the macro button, Record Macro command provides a dialog box similar to the one shown here.

In the Macro name box, enter a relevant name associated with the collection of events.

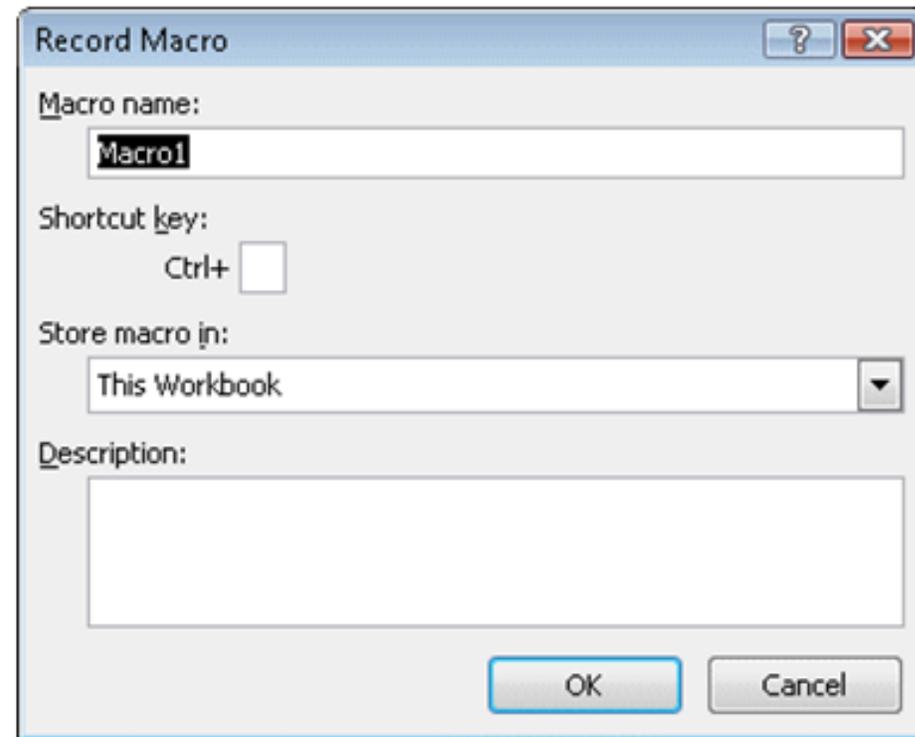
To assign a shortcut key, type the key letter in the shortcut key box next to the Ctrl +

The shortcut will allow the macro to run quickly with a press of the Ctrl key with the letter key.

Drop down the “Store macro in” list to see where you are able to store the macro. For example, you can store to the current workbook or to another workbook or template.

Selecting this workbook will mean the macro is only available within this current workbook.

A description can be provided to assist users as to the purpose of the macro.



The image shows a screenshot of the "Record Macro" dialog box. The dialog box has a title bar with a question mark and a close button. It contains the following fields and controls:

- Macro name:** A text box containing "Macro1".
- Shortcut key:** A label "Shortcut key:" followed by "Ctrl+" and an empty text box.
- Store macro in:** A dropdown menu with "This Workbook" selected.
- Description:** A large empty text area.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

RECORDING EVENTS TO THE MACRO

Relative referencing can be selected from the macro commands to allow for play back to occur at a relative point of selection.

Each action will be recorded whilst the macro record is in operation and will commence when the OK button is clicked within the Record Macro dialog box.

This is why planning is useful and time should be taken to record the correct actions.

Once the recording is complete, click the Stop button / command that will be available on the current screen whilst recording is active.

The macro command button will now have the facility to view macros. From within the View macro dialog box, they can be run, deleted and access to edits (some knowledge of the VBA – Visual Basic for Applications is required).

Workbooks containing macros **MUST** be saved as file type enabling macros, this reminder will be provided by Excel.

