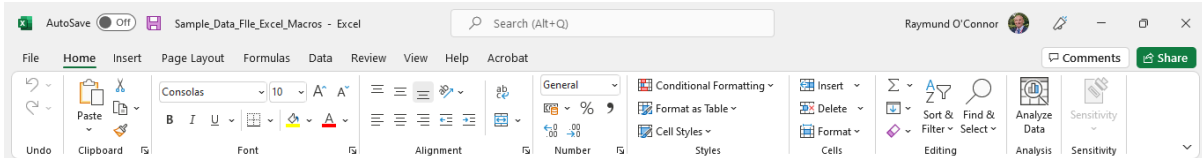


**5. Facilitate the learner to automate routine multi-step tasks through the creation, execution, and management of simple macros.**

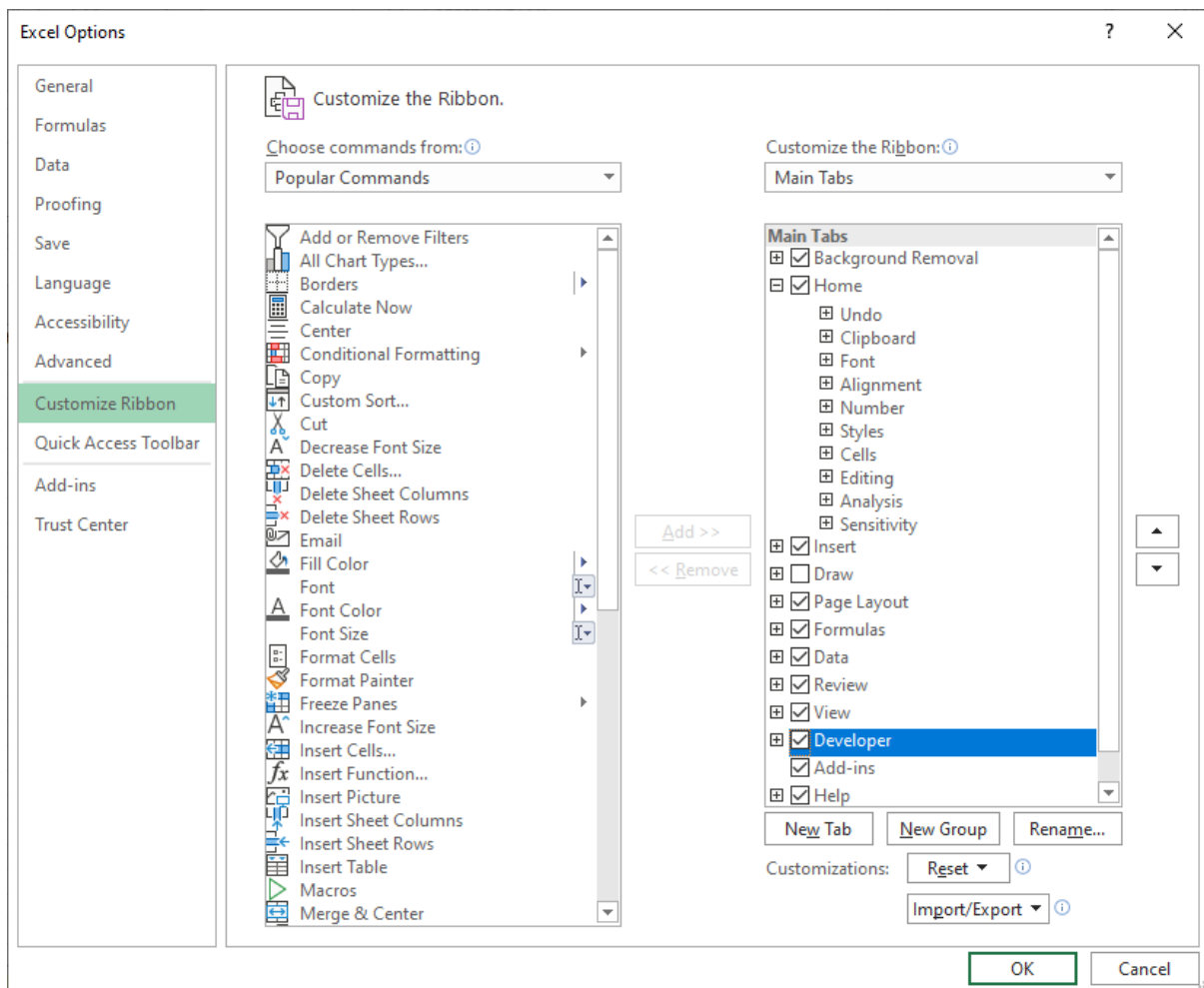
- Create simple macros consisting of at least five commands
- Execute previously created macros



Macros – Ensure the Developer tab is visible in the menu bar

To get access to the Developer tab – click File – More – Options.

Select Custom Ribbon and click the Developer checkbox as shown below. Click OK.



The Developer option is now available in the Menu bar as shown.

**Record a Macro**

Click on the Developer tab and select Record Macro.

Make the changes to fonts/size/colour/cell formatting/etc. Note that every instruction you make is being recorded by the Macro.

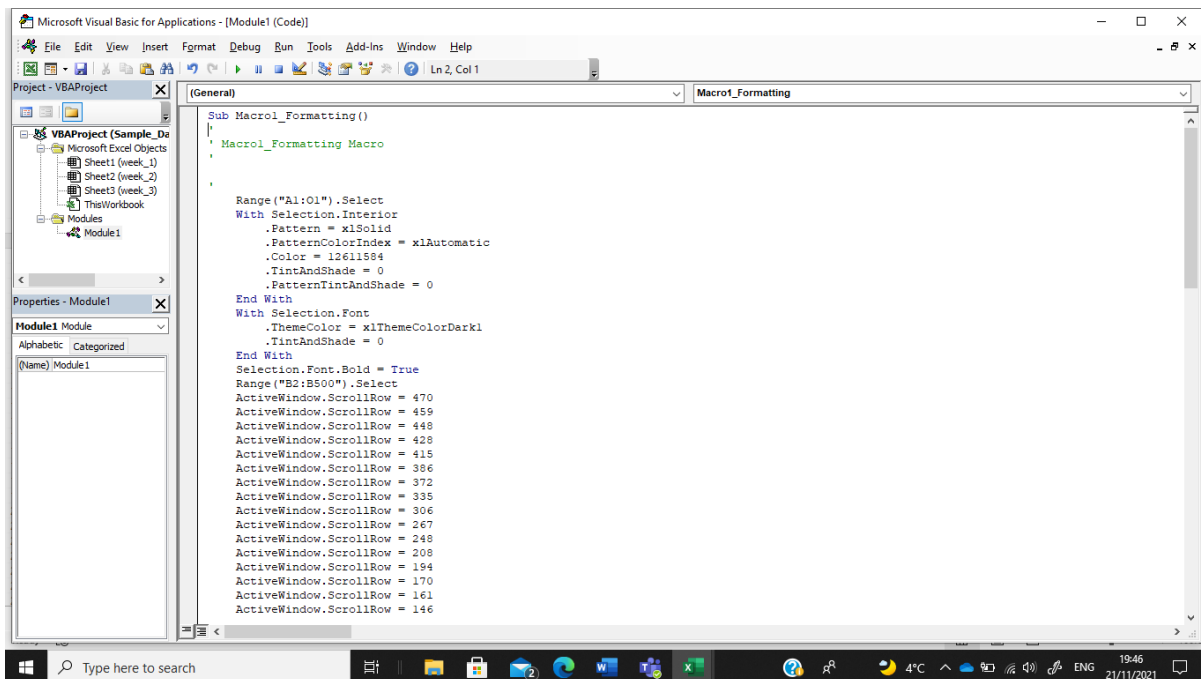
## Run a Macro

Click the Macros icon in the Developer menu. Select the required Macro and click Run.

## Sample Data File on my site

Use the “Sample\_Data\_File\_Excel\_Macros” file to practice recording Macros. Run and look at Editing the code of the macro. Note that every time you make a change to a font/etc the Macro is recording each step and writing the Visual Basic for Applications code so Excel can execute the macro at a later date. It is possible to write/edit/modify the code of a macro but this is risky unless you are sure of what you are doing. Macros give Excel strength and flexibility and are widely used in Industry for repeating multiple tasks.

## Sample Macro code



```
Sub Macro1_Formatting()  
    Macro1_Formatting Macro  
    Range("A1:O1").Select  
    With Selection.Interior  
        .Pattern = xlSolid  
        .PatternColorIndex = xlAutomatic  
        .Color = 12611584  
        .TintAndShade = 0  
        .PatternTintAndShade = 0  
    End With  
    With Selection.Font  
        .ThemeColor = xlThemeColorDark1  
        .TintAndShade = 0  
    End With  
    Selection.Font.Bold = True  
    Range("B2:B500").Select  
    ActiveWindow.ScrollRow = 470  
    ActiveWindow.ScrollRow = 459  
    ActiveWindow.ScrollRow = 448  
    ActiveWindow.ScrollRow = 428  
    ActiveWindow.ScrollRow = 415  
    ActiveWindow.ScrollRow = 386  
    ActiveWindow.ScrollRow = 372  
    ActiveWindow.ScrollRow = 335  
    ActiveWindow.ScrollRow = 306  
    ActiveWindow.ScrollRow = 267  
    ActiveWindow.ScrollRow = 248  
    ActiveWindow.ScrollRow = 208  
    ActiveWindow.ScrollRow = 194  
    ActiveWindow.ScrollRow = 170  
    ActiveWindow.ScrollRow = 161  
    ActiveWindow.ScrollRow = 146  
End Sub
```