

Microsoft Office Macros

An easy way to handle repetitive
tasks

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Presentation Conventions

- *Tools/Macros/Stop Recording Means*
 - Move your mouse to the menu bar near the top of window.
 - Click on *Tools*
 - Move your mouse over to the right and down to *Macros*
 - Move your mouse over to the right and down to *Stop Recording*, left click
- *Ctrl+Shift+N Means*
 - Hold down all the *Ctrl* and *Shift* keys while tapping the letter *N*
 - *<space> Means*
 - *Refers to the space bar*
 - *As opposed to the text string "space"*

Microsoft Office Macros

- All of the products within the MS Office Suite have Macro ability
 - This presentation will concentrate on Word and Excel
 - Many of same principles, however, may apply to Access and PowerPoint

Enabling Macros

- The normal setting for MS Office is to DISABLE Macros
- To allow Office to open files with Macros, you have to change the Macro Security
- *Tools/Options*
 - Select the *Security* Tab
 - Click on *Macro Security*
 - Select *Medium*
 - *OK* as needed to close dialogs

Macros

- First You *Record* the Macro
 - Office remembers every keyclick and mouse click
 - Keyboard shortcuts, such as *Cntrl+s* are ignored
 - Mouse actions, such as highlighting may not work.
- Then you assign a *shortcut* keyset to the Macro
 - Usually a combination such as *Cntrl+Shift+<letter/number>*

Macros

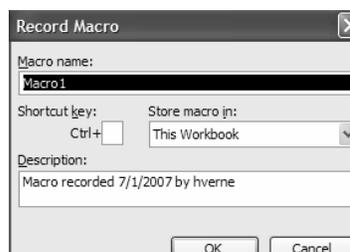
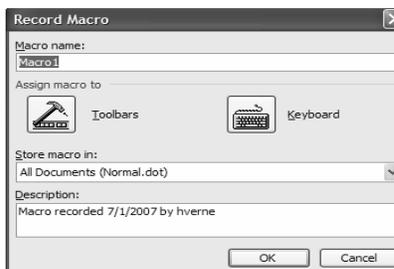
- Macros are then saved
 - They may be saved in the document – in which case they only apply to the document
 - Word: They may be saved in *normal.dot* in which case they apply to **all** Word documents (on your computer).
 - Excel: There is no global equivalent to *normal.dot* in Excel

Macros

- Macros may be edited or deleted
- You can access these features from the menu bar, *Tools/Macro/Macros*
 - or simply *Alt+F8*

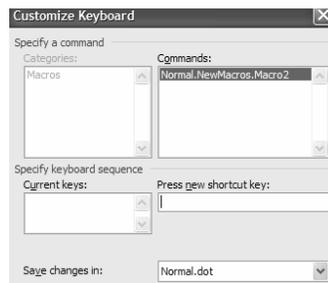
Record a Macro -1

- Tools/Macros/Record a New Macro
 - You assign a name to the Macro.
 - You can assign a shortcut keyset to the macro
 - Word: You can select if this applies just to the current document or *normal.dot* (all documents).
 - Word Excel



Record a Macro -2

- You can enter the keyboard shortcut directly in the Excel Dialog
- In Word, click on *Keyboard*
 - Specify the shortcut keys
 - Specify whether this is for the document or *normal.dot*



Record a Macro -3

- When You close the dialog



- A Macro Toolbar will appear on the screen with options to *stop recording or pause*.
- *Pause* will let you do things that will not be part of the Macro
- *Stop* indicates that the macro is complete

Record A Macro -4



- If you close the Macro Toolbar, recording does NOT stop.
 - You can, however, end recording with Tools/Macros/Stop Recording

Example Word Macro

- Position the Insertion point
- Enter: "SCSCC".
- *Tools/Macros/Start Recording*
 - Name: SCSCC
 - Shortcut keys *Cntrl+Shift+S*
- Highlight the text just entered
 - Hold down the *Shift* key and use the left arrow to highlight "SCSCC".
- Select *Italics and Underlined*
- Type "S.C.S.C.C., *Sun City Summerlin Computer Club*"
- Clear *Italics and Underlined*
- Type <Space>.
- Click *end recording* button on the Macro Toolbar

Playing Back A Macro

- Position the insertion point, if necessary.
- Enter the shortcut keyset
- Or – Tools/Macro
 - Select Desired Macro
 - Click *Run*
- To play back the Example Word Macro
 - Position the insertion point
 - Type “SCSCC”
 - Key in *Ctrl+Shift+S*

Example Excel Macro -1

- Assuming you have an Excel Table you want to sort Several Ways (Name or Date)
- Click Tools/Macro/Start Recording
 - Give the Macro a name (e.g. “Name Sort”)
 - Assign a shortcut of *Ctrl+Shift+N*
- Macro recording will start:
 - Select Any Cell in the table
 - Click Tools/Data/Sort
 - Select name sort criteria
- End Recording

Example Excel Macro -2

Select Any Cell in the table

- Click Tools/Macro/Start Recording
 - Give the Macro a name (e.g. “Date Sort”)
 - Assign a shortcut of *Cntrl+Shift+D*
- Macro recording will start:
 - Select Any Cell in the table
 - Click Tools/Data/Sort
 - Select date sort criteria
- End Recording

Shortcut Keyset in Word

- If for some reason, you did not specify a shortcut keyset when you created the Macro (or wish to change it), here is the procedure:
 - *Tools/Customize*
 - Click on *Keyboard*
 - Next to Save Changes In
 - Select *normal.dot* or <document>
 - Under Categories, select *Macros*

Shortcut Keyset in Word -2

- Under *Macros*, select desired macro
- Enter desired key combination
- Click *Close* until all dialogs are closed

Shortcut Keyset in Excel

- If for some reason, you did not specify a shortcut keyset when you created the Macro (or wish to change it), here is the procedure:
 - *Tools/Macro/Macros*
 - Under *Macro Name*, select desired macro
 - Click *Options*
 - Enter desired key combination **without the Ctrl key**
 - If desired, enter description
 - Click *OK*
 - Close the *Macro* dialog

Under the Hood

- To see the Visual Basic Code which implements a macro, *ALT+F11*
 - This opens a new window showing the document's structure on the left and any macros on the right
 - Macros can be found under the *Module* heading on the left-hand tree
 - Each Macro starts with the command *sub* followed by the macro's *name* followed by *()*
 - The commands preceded by a *'* (and in green) are comment lines and are ignored when executing a macro

Debugging Macros

