

Microsoft Excel 2019

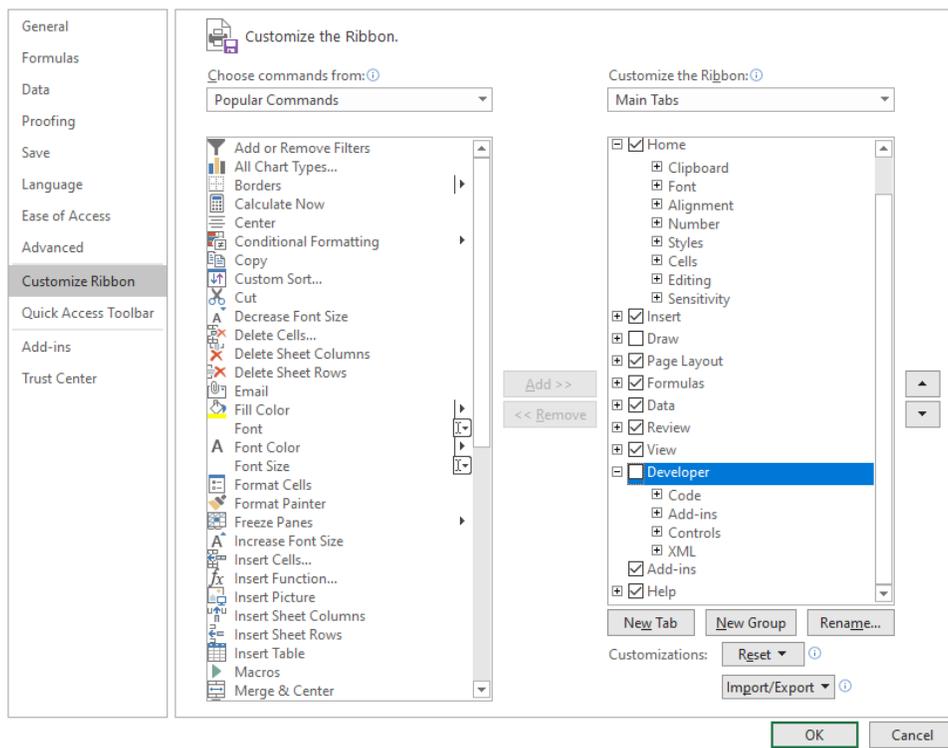
How to Automate a task using Macros

USING MACROS IN EXCEL

Did you know that you can automate tasks in excel? This is done by creating and using macros within your excel document.

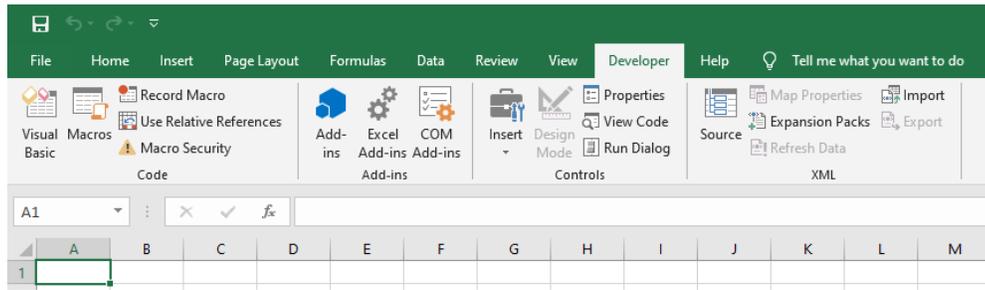
It's simple to add these features to any of your word documents. All you need to do is;

1. Click **File**
2. Then **Options**
3. Then click on **Customize Option Ribbon** in the left-hand pane
4. Look for the **Developer** box and click it to ensure it is ticked like the others.

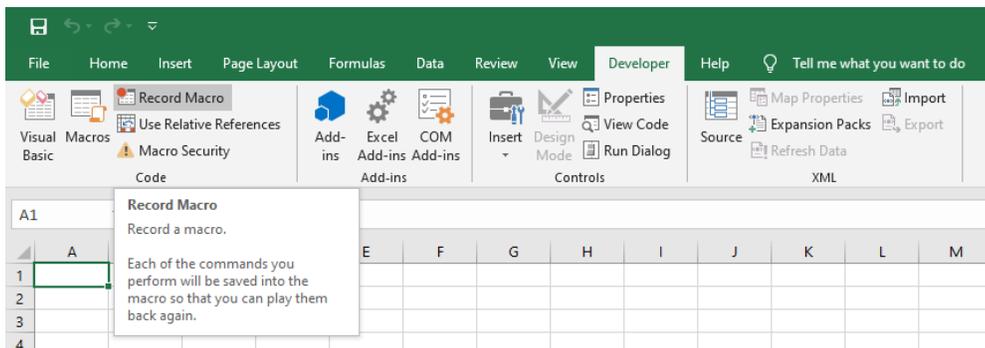


5. Now click **OK** to close the dialog box.

6. In your excel document, look for the **Developer** tab you just added and click it.

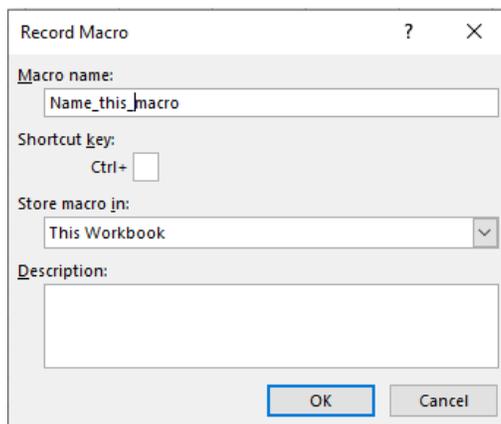


7. Then click on **Record Macro**.



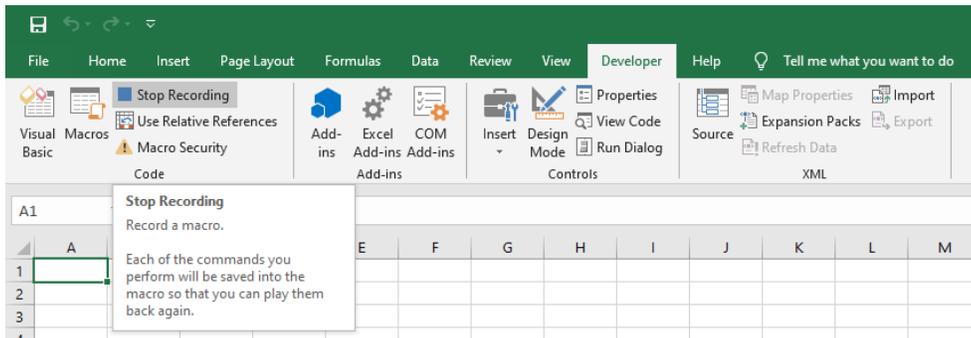
8. Type into the areas **Macro name**, and select the option under **Store macro in**. You can also give your macro a description.

(Ensure that there are no spaces in your macro name).

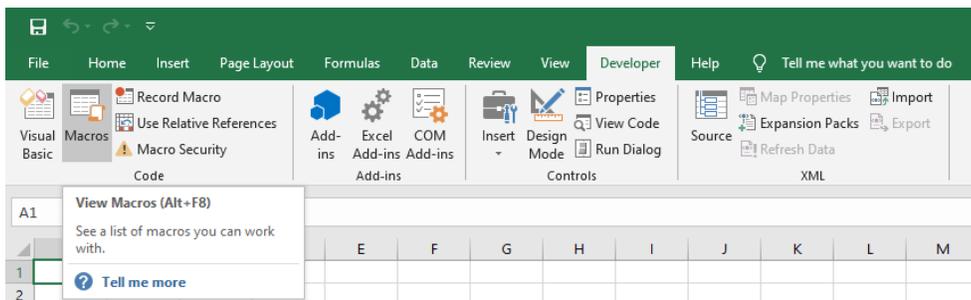


9. Then click **OK** to save and close.

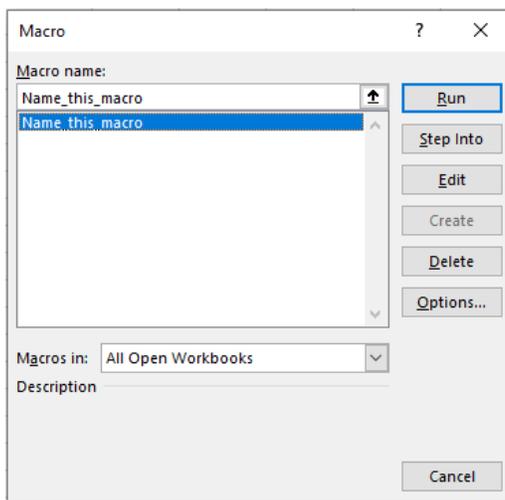
10. You are now recording your manual task in excel, when you are satisfied click on **Stop Recording**. Excel has just recorded your task for future automation



11. To use the Macro you just created, click on **Macros**



12. Then click on your macro name and then on **Run** to run it.



Using macros will help you to work more efficiently, especially when you are repeating the same task multiple times over and over. Let the macro do it all for you.