

## **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.

General Formulas Data	Customize the Ribbon. Choose commands from: Popular Commands	•		Customize the Ri <u>b</u> bon: ① Main Tabs	•
Save Language Ease of Access Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	<ul> <li>Add or Remove Filters</li> <li>All Chart Types</li> <li>Borders</li> <li>Calculate Now</li> <li>Center</li> <li>Conditional Formatting</li> <li>Copy</li> <li>Custom Sort</li> <li>Cut</li> <li>Delete Cells</li> <li>Delete Sheet Columns</li> <li>Delete Sheet Rows</li> <li>Fill Color Font</li> <li>Format Cells</li> <li>Format Cells</li> <li>Format Cells</li> <li>Format Cells</li> <li>Format Cells</li> <li>Freze Panes</li> <li>Insert Cells</li> <li>Insert Picture</li> <li>Insert Sheet Columns</li> <li>Insert Sheet Rows</li> <li>Insert Table</li> <li>Macros</li> <li>Merge &amp; Center</li> </ul>	<ul> <li>▲</li> <li>▲</li></ul>	Add >> << <u>R</u> emove	<ul> <li>Home</li> <li>Clipboard</li> <li>Font</li> <li>Alignment</li> <li>Number</li> <li>Styles</li> <li>Cells</li> <li>Editing</li> <li>Sensitivity</li> <li>Insert</li> <li>Traw</li> <li>Page Layout</li> <li>Formulas</li> <li>Yeata</li> <li>Review</li> <li>View</li> <li>Oleveloper</li> <li>Code</li> <li>Add-ins</li> <li>Controls</li> <li>XML</li> <li>Reset ▼ 0</li> <li>Import/Export ▼ 0</li> </ul>	
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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.

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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).

Record Macro		?	×
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Store macro <u>i</u> n:			
This Workbook			$\sim$
Description:			
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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

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

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

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Description	
	Cancel

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.



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