

## Training

# Creating Macros: Practice

### EXERCISE 1: MAKE THE DEVELOPER TAB VISIBLE AND CREATE YOUR FIRST MACRO

In this exercise, you'll make sure the **Developer** tab is visible and then you'll record your first macros.

1. On the **File** tab, click **Options** and, in the left pane, click **Customize Ribbon**.
  2. Under **Main Tabs**, make sure the **Developer** check box is selected and then click **OK**.
  3. On your worksheet, select cell A1.
  4. On the **Developer** tab, in the **Code** group, click **Use Relative References**.
- Important** Using the relative references option is critical for these macros to run as expected.
5. Click **Record Macro**.



6. In the **Macro name** box, type **FillMonths**, and enter a capital M in the **Ctrl+** box to assign the shortcut key CTRL+SHIFT+M.
7. In the **Store macro in** list, make sure that **This Workbook** is selected, and then click **OK** to start the macro recorder.
8. Type **Jan** in cell A1.
9. Select A1, and then right-click and drag its lower-right corner to the right until you reach cell L1.
10. When you see a Dec tooltip, release the mouse button and then click **Fill Series**.
11. Click **Stop Recording** to stop the macro recorder.
12. Press the Delete key to clear the month names from the worksheet, and then select cell A1.

### EXERCISE 2: CREATE A NEW MACRO IN THE VISUAL BASIC EDITOR BASED ON YOUR RECORDED MACRO

In this exercise, you'll be working in the Visual Basic Editor, where you'll copy the FillMonths macro so that you create a second macro. You'll rename both macros so that they have unique names. Finally, you'll edit the macro's instructions so that it fills downward in a column instead of across a row, and also fills a series of numbers (1 through 12) instead of month names (Jan, Feb, Mar, and so on).

1. On the **Developer** tab, in the **Code** group, click the **Macros** button.
2. In the **Macros in** list, make **sure This Workbook** is selected.

3. Select the FillMonths macro and click **Edit**.  
This starts the Visual Basic Editor, where you can edit your macros. Your macro is in a window that contains lines or instructions or "code."
4. Copy the lines beginning with **Sub FillMonths()** and ending with **End Sub**.  
You can use CTRL+C or whatever method you usually use to copy text.
5. Paste the copied text on a new line directly below the line **End Sub**.  
Note that a horizontal line is inserted. This line separates macros.
6. Change the name of the first subroutine to **Sub FillMonthsR** and the second subroutine to **Sub FillMonthsC** (you only need to add a letter to the end of each name).  
The subroutine names should look like this: **Sub FillMonthsR()** and **Sub FillMonthsC()**.
7. In the line that contains **FormulaR1C1 = "Jan,"** change "**Jan**" to **1** (without quotation marks).
8. In the next line, change both instances of **A1:L1** to **A1:A12**.  
This change swaps the direction of the cell movement so that the autofill series is built downward from the current cell instead of to the right.
9. Close the Visual Basic Editor (which saves your changes to the macros) by pressing ALT+Q.  
You can also click the **Close** button in the upper-right corner of the window.

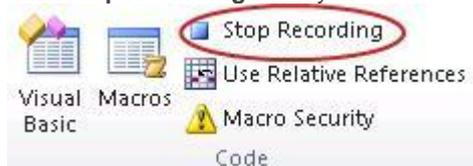


10. Click the **Macros** button again, select the new macro, **FillMonthsC**, and then click **Run**.  
Notice that this macro fills the numbers 1 through 12 from A1 down through A12.

### EXERCISE 3: RECORD AND SAVE A MACRO TO YOUR PERSONAL MACRO WORKBOOK

In this exercise, you'll record a new macro to your personal macro workbook so that you can use it with any workbook on your computer.

1. On the **Developer** tab, in the **Code** group, click **Record Macro**.
2. In the **Store Macro In** list, select **Personal Macro Workbook**.
3. Type the name FillMonthsR for the macro, and enter a capital R in the **Ctrl+** box to assign the shortcut key CTRL+SHIFT+R.
4. Click **OK** to start recording.
5. Perform the same steps as in Example 1, above, to create the macro that fills the months horizontally.  
Click **Stop Recording** when you are done.



### EXERCISE 4: ASSIGN A BUTTON TO YOUR MACRO ON THE QUICK ACCESS TOOLBAR

In this exercise, you'll assign the FillMonthsR macro to a button on the Quick Access Toolbar.

1. Click the **File** tab, and then click **Options**.
2. In the left pane, click **Quick Access Toolbar** and then, under **Choose commands from**, click **Macros**.
3. Select **FillMonthsR** and click the **Add >>** button.
4. Click the **Modify** button and, in the **Display Name box**, change the name to **Fill Months (rows)**.
5. Click **OK** and then click **OK** at the bottom of the **Excel Options** dialog box to accept your changes. Your button should appear on the **Quick Access Toolbar** (in the Excel title window).
6. Select any cell in your worksheet.
7. Click your custom button, and your macro should insert the months in the worksheet.
8. To remove this button, right-click its icon on the Quick Access Toolbar and then click **Remove from Quick Access Toolbar**.

## EXERCISE 5: CREATE A CUSTOM GROUP ON THE DEVELOPER TAB AND ASSIGN YOUR MACRO TO A BUTTON IN THAT GROUP

In this exercise, you'll create a custom group on the Developer tab and assign the FillMonthsC macro to a button in that group.

1. Click the **File** tab, and then click **Options**.
2. In the left pane, click **Customize Ribbon** and then, under **Main Tabs**, select the word **Developer** (not the check box).
3. Click the **New Group** button. A new group named **New Group (Custom)** appears.
4. Select the new group and click the **Rename** button.
5. In the **Display name** box, rename the group **My Macros**.
6. Under **Choose commands from**, click **Macros**.
7. Select **FillMonthsR**, and click the **Add >>** button between the two large list boxes.
9. Under **Main Tabs**, click **FillMonthsC**, and click **Rename**.
10. Change the name to **Fill Months (columns)**.
11. Click **OK** and then click **OK** at the bottom of the **Excel Options** dialog box to accept your changes. Your button should appear in your new **My Macros** group on the **Developer** tab.
12. Select any cell in your worksheet.
13. In the **My Macros** group on the **Developer** tab, click your custom button, and your macro should insert the months in the worksheet.
14. To remove the button and the custom group from the Developer tab, do the following:
  1. Click the **File** tab, and then click **Options**.
  2. In the left pane, click **Customize Ribbon** and then, under **Main Tabs**, select **My Macros (Custom)**.
  3. Click the **+** symbol next to **My Macros (Custom)** and then click **Fill Months** below it.
  4. Click the **<< Remove** button between the two large list boxes.

5. Click the << **Remove** button again to remove the **My Macros (Custom)** group.