
VBA - RUNNING MACROS EASILY (3 METHODS)

INTRODUCTION

These three methods allow you to run your VBA code without opening the VB Editor every time.

Choose the method that suits your needs best.

METHOD 1: BUTTON IN EXCEL (Form Control)

What It Is:

A clickable button on your worksheet that runs a macro.

Why Use It:

- Easy for end users
- Visible and obvious
- Professional looking

Example Code:

```
Sub HelloButton()
    MsgBox "Hello! You clicked the button."
End Sub
```

How to Add a Button:

Step 1: Go to Developer Tab
Click Developer tab in Excel ribbon.

Step 2: Click Insert
In the ribbon, find Insert button and click it.

Step 3: Choose Button Control
Under Form Controls, select Button (not ActiveX).

Step 4: Draw Button on Sheet
Click and drag on your worksheet to create button.

Step 5: Assign Macro
Excel opens dialog asking which macro to run.
Select HelloButton from the list.
Click OK.

Step 6: Test It
Click your button on the sheet.
The HelloButton macro runs instantly.

Step 7: Edit Button (Optional)
Right-click button → Edit Text
Change button label if needed.

Result:
A button on your worksheet that executes your code with a single click.

METHOD 2: TOOLBAR (Ribbon or Quick Access Toolbar)

What It Is:

Add your macro to Excel's toolbar for quick access.

Why Use It:

- Always visible
- Quick access (1 click)
- Professional appearance
- Works from any sheet

Example Code:

```
Sub ToolbarExample()
    MsgBox "This macro runs from toolbar!"
End Sub
```

How to Add Macro to Toolbar:

Step 1: Right-Click Toolbar

Right-click on Excel's ribbon or Quick Access Toolbar (QAT).
The QAT is usually at top-left corner.

Step 2: Select Customize

Click "Customize Quick Access Toolbar" or "Customize Ribbon."

Step 3: Select Macros Category

In the dialog that opens:

Find "Choose commands from:" dropdown
Select "Macros" from the list.

Step 4: Add Your Macro

You'll see your macros listed.

Select ToolbarExample.

Click "Add >>" button to add it.

Step 5: Change Icon (Optional)

Select the macro in the right list.

Click "Modify" button.

Choose an icon and display name.

Click OK.

Step 6: Click OK

Save your customization.

Result:

Your macro now appears in the toolbar.

Click the icon to run your macro instantly.

METHOD 3: KEYBOARD SHORTCUT

What It Is:

Assign a keyboard shortcut (like Ctrl+Shift+H) to run macro.

Why Use It:

- Fastest method
- Works anywhere
- No mouse needed
- Most productive

Example Code:

```
Sub ShortcutExample()
    MsgBox "You pressed the keyboard shortcut!"
End Sub
```

How to Assign Keyboard Shortcut:

Step 1: Open Macros Dialog
In Excel, go to Developer Tab.
Click Macros button.

Step 2: Select Your Macro
Find and select ShortcutExample.

Step 3: Click Options
Click the "Options..." button.

Step 4: Assign Shortcut Key
In the dialog, find "Shortcut key" field.
Type a shortcut combination.
Example: Ctrl + Shift + H
(Ctrl+Shift+S, Ctrl+Alt+A, etc.)

Important Notes:

- Avoid shortcuts Excel already uses (Ctrl+C, Ctrl+S, etc.)
- Use Ctrl+Shift+ for safety (less likely to conflict)
- Shortcut must not be used by Excel

Step 5: Click OK
Save your shortcut assignment.

Step 6: Test It
Press your keyboard shortcut anywhere in Excel.
Your macro runs instantly.

Result:
Your macro runs with a keyboard shortcut.
Fastest way to execute code.

SUMMARY TABLE - COMPARISON

Method	Where It Appears	Example Code	How to Use
Button	On worksheet	HelloButton	Click the button
Toolbar/QAT	Ribbon/Toolbar	ToolbarExample	Click icon
Keyboard Shortcut	Keyboard	ShortcutExample	Press Ctrl+Shift+

DETAILED COMPARISON

BUTTON

Pros:

- ✓ Easy for end users
- ✓ Visible and obvious
- ✓ Multiple buttons possible
- ✓ Professional looking

Cons:

- ✗ Takes worksheet space
- ✗ Requires clicking

Best For:
End users, business users, non-technical people

TOOLBAR / QUICK ACCESS TOOLBAR (QAT)

Pros:

- ✓ Always visible
- ✓ Organized and professional
- ✓ No worksheet space used
- ✓ Works from any sheet

Cons:

- ✗ Less obvious than buttons
- ✗ More setup required

Best For:
Frequently used macros, team sharing, professional templates

KEYBOARD SHORTCUT

Pros:

- ✓ Fastest method
- ✓ Works anywhere
- ✓ No mouse needed
- ✓ Most productive

Cons:

- ✗ User must remember shortcut
- ✗ Not visible
- ✗ Conflicts possible

Best For:
Personal use, power users, daily productivity

BEST PRACTICES

Choosing the Right Method:

FOR END USERS / BUSINESS USERS:

- Use BUTTON (most obvious and easy)

FOR SHARED TEMPLATES:

- Use TOOLBAR/QAT (professional and visible)

FOR PERSONAL PRODUCTIVITY:

- Use KEYBOARD SHORTCUT (fastest)

FOR FREQUENTLY USED MACROS:

- Use TOOLBAR + BUTTON (both methods)

FOR ADVANCED USERS:

- Use KEYBOARD SHORTCUT (most efficient)