

Macros are a set of programming instructions written in VBA, which automate a repeated and standardized process in [Excel](#) and other Microsoft Office Applications, like Access, PowerPoint, Word & Outlook.

## What Is a Macro in Excel?

An Excel macro is an action or a set of actions that can be recorded, named, saved and executed as many times as required and whenever desired. By using macros, we are able to automate repetitive tasks associated with data manipulation and data reporting that must be accomplished repeatedly.

## Sample Data

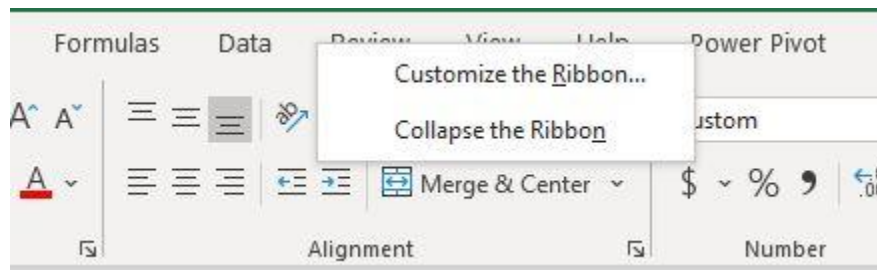
In this example, we will add the headers and some formatting to our sample data and then perform the same steps with the macro shortcut key.

	A	B	C	D	E	F	G
1							
2							
3							
4	East	Technical Support	800	650	700	2150	
5	East	Telephone	900	850	850	2600	
6	East	Copying	4850	3200	1155	9205	
7	East	Overhead	1250	1250	1250	3750	
8	East	Software	2025	2200	1650	5875	
9	East	Maintenance	1350	1500	1700	4550	
10	East	Supplies	3300	3500	3700	10500	
11	East	Telemarketing	3825	3725	3750	11300	
12	East	Contractors	8900	10315	5250	24465	
13	East	Consultants	6250	6000	6500	18750	
14	East	Rent	8000	8000	8000	24000	
15	East	Miscellaneous	11500	12500	12500	36500	
16	East	Advertising	12250	12250	12750	37250	
17	East	Clerical Support	25000	24000	26390	75390	
18							

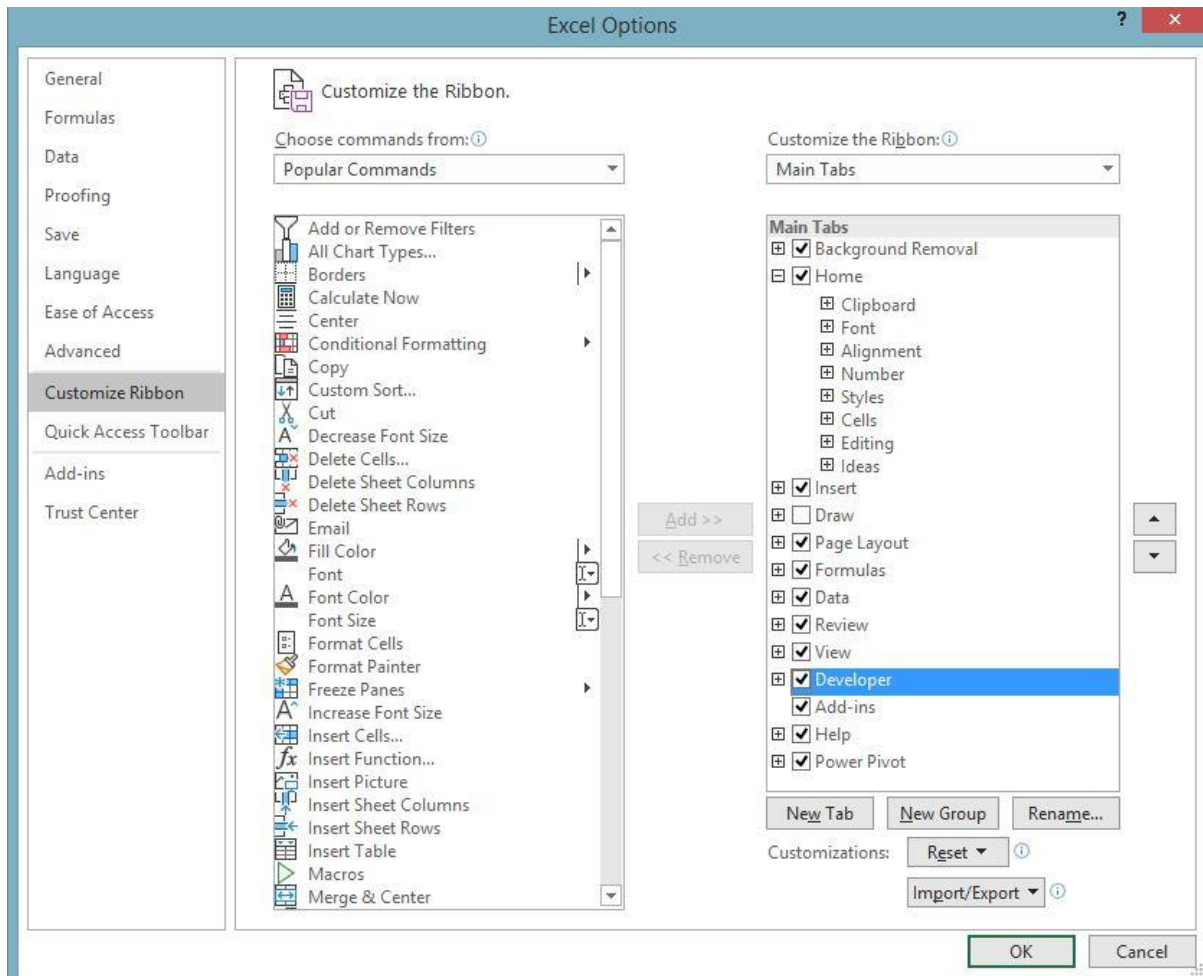
## Turn on Developer Tab

The Developer tab is hidden on the ribbon by default. To customize the ribbon, follow these steps:

- Right-click on the ribbon, anywhere and select (by clicking) Customize the ribbon.



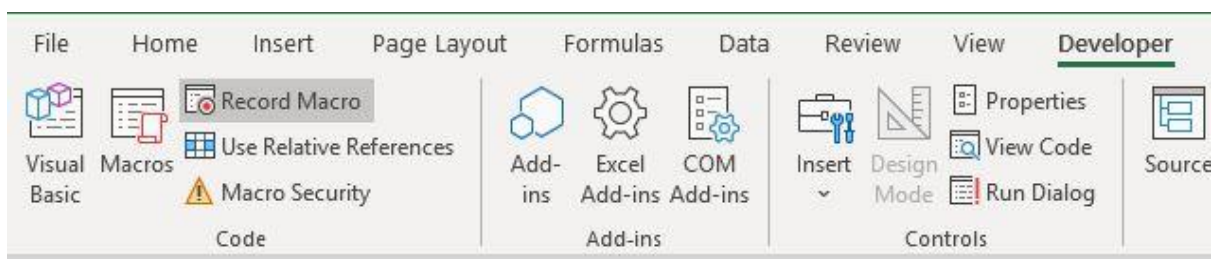
- Navigate to Customize the ribbon and place a check on the Developer checkbox.



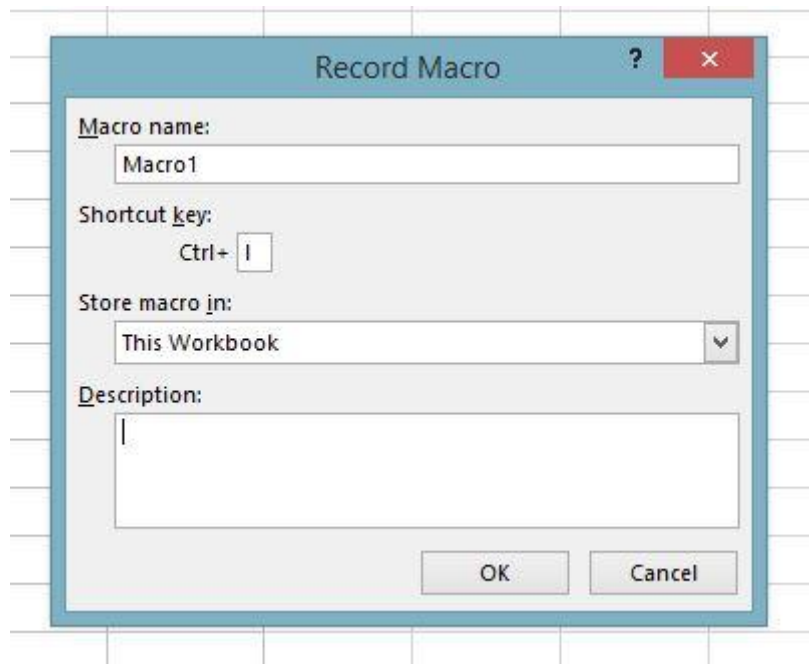
## Record a Macro

Now that we have the developer tab on our ribbon, let's start recording our first macro in Excel. To record a macro, follow these steps:

- On the Developer tab, go to Code group and click Record macro.



The Record Macro dialog box will appear. Give your macro a name and assign the shortcut which will activate the macro. Click Ok.



Note: Every step you perform from now on will be recorded by the macro.

Let's now add headers and format them with some colors.

Zone	Category	Jan	Feb	Mar	Total
East	Technical Support	800	650	700	2150
East	Telephone	900	850	850	2600
East	Copying	4850	3200	1155	9205
East	Overhead	1250	1250	1250	3750
East	Software	2025	2200	1650	5875
East	Maintenance	1350	1500	1700	4550
East	Supplies	3300	3500	3700	10500
East	Telemarketing	3825	3725	3750	11300
East	Contractors	8900	10315	5250	24465
East	Consultants	6250	6000	6500	18750
East	Rent	8000	8000	8000	24000
East	Miscellaneous	11500	12500	12500	36500
East	Advertising	12250	12250	12750	37250
East	Clerical Support	25000	24000	26390	75390

Once you are done, go back to the developer tab and click stop recording.

Your macro has recorded the steps, and you can now perform the same steps with the shortcut key you have assigned in the Record Macro dialog box.

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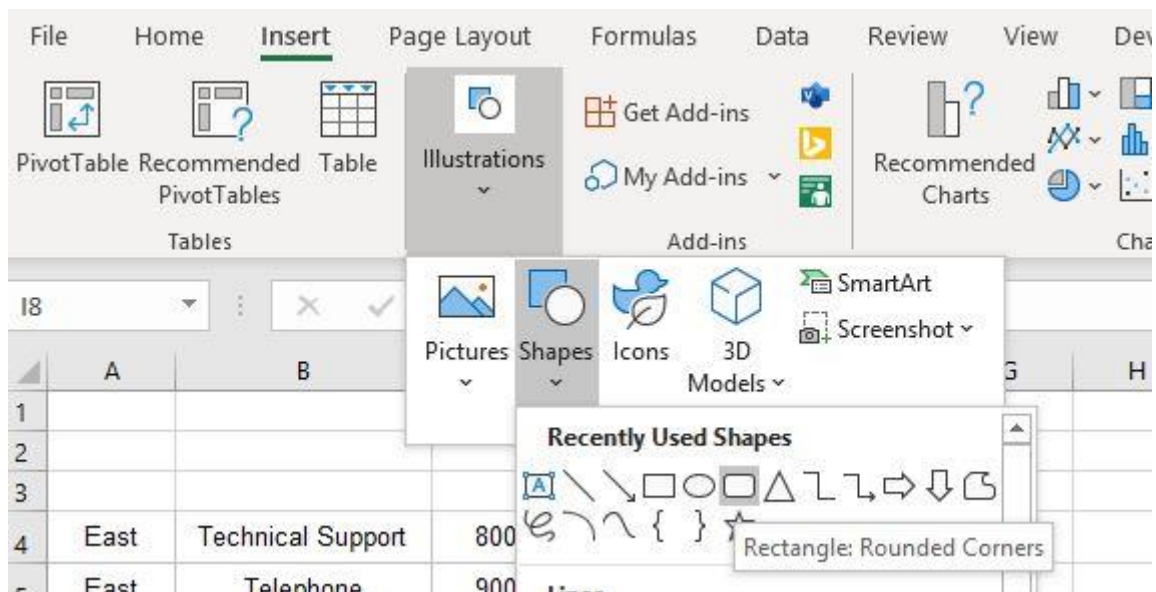
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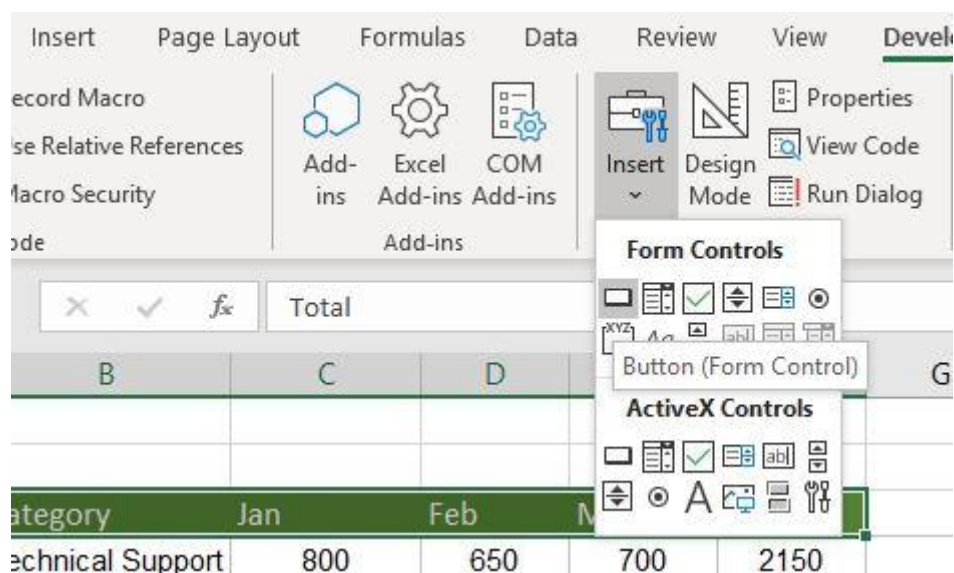
## Add a Button to Run Your Macro

In Excel, you can create a button that will run your macro. To do that, follow the steps below:

- Go to illustrations > Shapes and select any shape. We will use a rectangle with rounded corners.

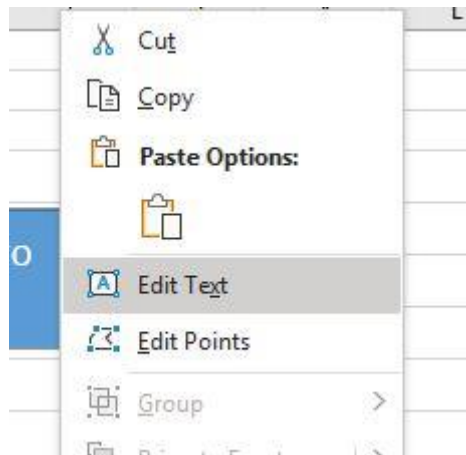


You can also insert a button by going to the Developer tab > Insert > Form Controls.

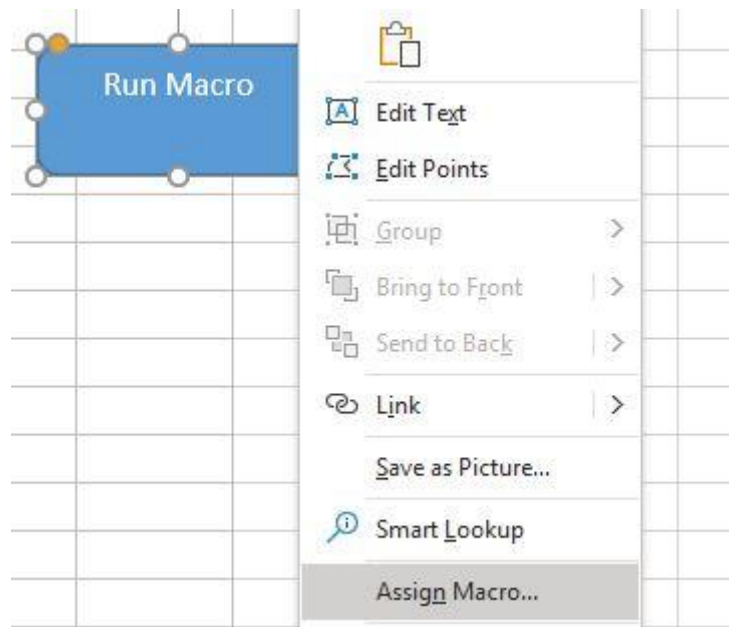


- Add the text to the shape by right-clicking the shape and selecting edit text.





- Right-click the shape and select Assign Macro.



Select the corresponding macro from the window and select (by clicking) Ok.

Consequently, whenever you select (by clicking) that shape, Microsoft Excel will activate and run your recorded macro.

