**1. Explanation and Purpose:**

An example I found was utilizing macros to separate first name and last names as well as indicating in red who has a balance more than zero owed. This practical macro could be used by bankers and creditors on a weekly basis depending on when they get the data. This macro would stop the monotonous clicking when separating the data by having it automated.

**2. Macro Components:**

The components of the macro would be:

1. Record the macro
2. Type macro name
3. Insert a column
4. Name 1st column fist name
5. Name 2nd column last name
6. Click data tab
7. Click text to columns
8. Click delimited
9. Click next
10. Click delimited by space box
11. Click next
12. Click finish
13. Highlight balance due column
14. Click the home tab, then click conditional formatting
15. Click highlight cells rules, then click greater than
16. On box click greater than 0
17. Click stop macro.

**3. Benefits and Challenges**

If the data always comes in the same way, this saves time and reduces errors by taking steps away from the person compositing the information. This also allows the compositing to be repeated, combined, and/or imported to other documents.

**4. Customization and Adaptability:**

This particular macro could be customized to suit others’ needs. It would mostly still fall under someone needing to see data related to finances, but could also modified to other needs. An example would be everyone needing a jersey number assigned could use this format and change the balance due text.

**5. Learning Resources:**

The great thing about living in this age is that everything is so accessible to us. There are free guides everywhere and almost everyone is willing to help you learn. This particular macro came as a guide or introduction into macros.

[How to Create Macros in Excel Tutorial](https://www.youtube.com/watch?v=uyj_OljPlcU)

**6. Security Considerations:**

Macros could be detrimental to security if a malicious intent is written into it. I think the only safe way to ensure macros can be utilized within a company are self-made or company made macros. If for personal use, I would consider downloading from reputable sites from reputable users within the site.