

Guide for Using VBA Scripts in Excel

Working with VBA in Excel

- **Open Excel:** Start Excel and open the workbook where you want to use the VBA script.
- **Access the VBA Editor:**
 - Press **Alt + F11** to open the VBA Editor.
- **Importing the VBA Script:**
 - In the VBA Editor, right-click on any existing module in the Project Explorer, or on the workbook/project name.
 - Choose **Import File...** and navigate to the **.bas** file you've downloaded from the repository.
 - Select the file and click **Open** to import it.
- **Using the VBA Script:**
 - After importing, the script will be a part of your Excel workbook.
 - You can run the script by pressing **F5** while in the editor and selecting the appropriate subroutine, or by attaching the subroutine to a button or event in Excel.
- **Saving and Closing:**
 - After using or editing the script, save your Excel file.
 - If you added or modified the script, consider saving the workbook as a Macro-Enabled Workbook (**.xlsm**).
- **Security Settings:**
 - To run VBA scripts, ensure your Excel security settings allow for macros. This setting can be found under **File > Options > Trust Center > Trust Center Settings > Macro Settings**.