Microsoft Excel VBA and Macros

# **Project 1: Using Macro Recorder Tool**

In this project we’ll start with enabling the Macros and Developer Mode. Then we move towards recording the macros and how to use in on the other sheets. Finally, we’ll see how to save the macro enabled sheets.

## Step 1: Enable Developer Mode

* Right Click on Ribbon > Customise the Ribbon > Enable Macro Mode

## Step 2: Record Macros

* Developer Section > Code Block > Record Macros
* Start the work flow that needs to be recorded and when done stop the recording.
* Developer Section > Code Block > Stop Recording

## Step 3: Edit Macros with VBA

* Developer Section > Code Block > Visual Basic > Edit Macros

## Step 4: Apply Macros

* Way 1: Developer Section > Code Block > Macros > Select Macros > Apply
* Way 2: Developer Section > Control Block > Insert > Add Button > Assign Macros > Apply

## Step 5: Save Macros

* Click Save As > Change File Type > Save as Macros Enabled Worksheets

# **VBA Code Used:**

Sub Add\_Headers()

'

' Add\_Headers Macro

' This macro adds headers to the sheet...

'

'

Rows("3:3").Select

Selection.Insert Shift:=xlDown, CopyOrigin:=xlFormatFromLeftOrAbove

Range("A3").Select

ActiveCell.FormulaR1C1 = "Region"

Range("B3").Select

ActiveCell.FormulaR1C1 = "Expense"

Range("C3").Select

ActiveCell.FormulaR1C1 = "Jan"

Range("D3").Select

ActiveCell.FormulaR1C1 = "Feb"

Range("E3").Select

ActiveCell.FormulaR1C1 = "Mar"

Range("F3").Select

ActiveCell.FormulaR1C1 = "Total"

Range("A3:F3").Select

Selection.Font.Bold = True

With Selection.Font

.ThemeColor = xlThemeColorDark1

.TintAndShade = -4.99893185216834E-02

End With

With Selection.Interior

.Pattern = xlSolid

.PatternColorIndex = xlAutomatic

.ThemeColor = xlThemeColorAccent1

.TintAndShade = -0.499984740745262

.PatternTintAndShade = 0

End With

End Sub