

Week 6: Toolbox

Keyboard Shortcuts



Alt + F8: Opens the Macro Dialog Box.

Alt + F11: Shortcut which allows you to toggle between the Excel worksheet and code window.

Alt + T + M + R: Records a macro. This will also stop recording a macro.

Ctrl + Home: Go to the top most cell on the left of your worksheet.

Shift + F10 | Fn Shift F10: Display context menu

Windows Shortcuts: [Microsoft Office Support pages](#) | **Mac Shortcuts:** [Microsoft Office Support pages](#)

Excel Terminology



Macro

A set of programming instructions which you can implement in Excel to automate repetitive tasks.

Relative Macro: This is a Macro you would write when the tasks you are trying to automate are not identical. A relative position is what you want recorded e.g. each time you copy, go one step down. Contrast this to cell B9.

Store in a workbook: Macro will travel with the workbook.

Store in Personal Macro workbook: Stored in your Excel Start-up folder and will open up but remain hidden when you open up excel. It can be used with multiple workbooks not specific to one.

Trusted Location: Macros in this location will be enabled automatically without you having to enable them.

Visual Basic for Applications (VBA)

The computer code used in Excel to record macros.

Visual Basic Editor (VBE)

A window which allows you to create and edit macros using VBA.

Debug

Identify and remove errors from the VBA code used to write a macro.

Macro Dialog Box

A window which allows you to create, edit, delete or run macros.

Macro Recorder

Once you begin recording a macro, the Macro Recorder will track your actions in Excel and record them in VBA code.

Macro-Enabled

This term describes a workbook which has had all macros saved safely for future use.

Project explorer

A navigation panel which appears on your screen when you are editing a macro that allows you to navigate across different macros in different Excel workbooks.

Code window (same as VBE)

A window which appears on your screen during macro editing mode that contains the VBA codes on which your macros are based.

Compiler

This is what converts the high level language like what you would type in VBA into a low level language which is what the computer understands.

Module

This is a storage unit for a set of macros.

Sub

An abbreviation in VBA coding standing for 'subroutine'. All recorded macros begin with 'Sub' and end with 'End Sub'.

Comment

Descriptive text appearing in the code window which is ignored by Excel when the macro is being run. Each comment begins with an apostrophe.

Data import

This allows Excel to read the data that may be a text file e.g. the BPay text data.

Delimited

Describes data which are separated by characters of a particular type (e.g. commas, semicolons, etc.)

Ninja Tips of the Week



- Instead of one long macro, it is often better to use short, simple macros which perform the same task.
- Be careful when you assign a keyboard shortcut to run a macro. It will override any existing Excel command which uses the same shortcut. It is best to use uppercase letters to avoid this problem.
- When you delete a macro, Excel cannot recover it for you.
- While you can learn VBA code and use it to write macros, you can still use macros without knowing VBA code.
- When recording a macro, you will naturally try to avoid making mistakes to improve the efficiency of the macro. However, it is also vital to remember to stop recording the macro when you are finished.
- To avoid the deletion of your macro when saving your Excel workbook, remember to save the file as an Excel Macro-Enabled Workbook. Excel Binary Workbook and Excel Macro-Enabled Template are also safe to use.

- Use VBA code comments to document descriptions and updates relating to a macro. This makes it easier for you and others to work with your macros because helpful comments can complement the sometimes overwhelming VBA codes.
- Instead of deleting an error code, convert it to a comment by placing an apostrophe at the start of the original code. This allows you and others to review it.