1.1 I can describe the purpose for using IT.

I made an example macro about earthquakes and the Richter scale and below are the screenshots on how I did it.

Graphical user interface, text, application, email

Description automatically generated

[Above shows the first step of me recording the Macro name after pressing ‘Record Macro’]

Graphical user interface, application

Description automatically generated

[Above shows the shortcut key I assigned for the Macro]

Table

Description automatically generated

[The photo above shows the finished table I did for my Macro]

Graphical user interface, application

Description automatically generated

[Above shows the finished Macro in the macro menu and it gives me options to edit, delete and create a new macro]

Graphical user interface, text, application

Description automatically generated

[Above shows the editing macro window (Microsoft Visual Basic) to edit the code or what the Macro produces each time]