RECORDING MACRO

- Click on file and select options
- Click customize ribbon and under customize the ribbon on the right side checked developer
- ok
- Now Click on the developer tab and select record macro
- Give a name to your macro and a short cut for instance ctrl + shift + E (optional)
- And where to store your macro (NOTE THIS WILL BE POSITION AT THE SAME CELL IN ANY SHEET AS IT WAS POSITION IN THE ORIGINAL RECORDED MARCO)
- NOW CLICK on a cell and start recording what you want to do in that cell
- After you are done click on developer tab again > stop recording

USING THE RECORDED MACRO IN ANOTHER SHEET

- Now Click on the developer tab and select MACRO
- Or ALT +F8
- select the macro you want to use and click on run

USING RELATIVE REFEENCING FOR THE MACRO

- Now Click on the developer tab and select relative references
- Now click on record macro
- Give a name to your macro and a short cut for instance ctrl + shift + E and where to store it
- NOW CLICK on a cell and start recording what you want to do in that cell
- After you are done click on developer tab again > stop recording

USING MACRO ON A REAL DATASET TO SEE ONLY THE LAST THRE DIGITS

E.G ASSUMING A COLUMN HAS NUMBERS SUCH AS 559-5858-389 AND YOU WANT RECORD A MACRO THAT DISPLAY THE LAST THREE DIGITS.

- Insert new column
- CLICK ON A CELL IN THE COLUMN CONTAINING THE DATA
- start recording your macro
- inside the inserted column click on a cell and type ="***-****-"&RIGHT(SELECT THE CELL CONTAINING 559-5858-389,3(3 IS THE NUMBER OF DIGITS TO DISPLAY) > press enter
- Drag it down to display the last three digits for the other rows
- > copy it and CLICK ON home tab
- SELECT paste as values
- Now copy and paste in the column containing the actual numbers and delete the inserted column
- SELECT A CELL in the column which was containing the actual data but now displaying only the last three digits AND STOP RECORDING THE MACRO

SORTING USING MACRO (example sorting by say sales)

- Convert the data into table by select the whole data and pressing CRTL + T

- ➢ Start recording your macro using absolute referencing and name your macro > click on the data tab > click on the sort icon > in the sort by dialog box select the column you want to sort say sales and how to you your sorting to be done > press ok > stop recording the macro.

- ➢ CLICK on the developer tab and click on **insert** in the control section
- ➢ Select the Button Form Control from the drop-down list that appears.
- ➢ Click the location where you want to place your button
- ➢ Select from the recorded macros the macro you want to assign to the button and then click OK
- ➢ Edit the test in the box to suit your description.

Placing a recorded macro on the Quick Access toolbar

- ➢ Right click on any of the tab and select customize the ribbon
- ➢ select Customize Quick Access Toolbar
- ➢ in the dialog box under choose commands from click on V and Select Macros
- ➢ Select the macro you want to add and click the Add button.
- ➢ Change the icon by clicking the Modify button.
- ➢ Click the OK button.

USING MACRO TOPROTECT CERTAIN CELL FROM USER AND MAKE OTHER EDITABLE BY USERS

- ➢ Start recording your macro using absolute referencing and name your macro > CLICK on the home tab > in the editing section click on find and select > select go to special and click on constant and select the constants that will be editable to users. For instance, select numbers and unchecked the rest
- ➢ Click on the home tab again > in the cell section click on format and under **protection** click on lock cell to un lock select cell
- ➢ You can design your unlocked cell
- ➢ in the cell section click on format on the home tab > and under protection click on protect sheet (you can include password or leave it blank) and click ok > stop recording macro