# **Excel\_9E\_DLP\_Accounting**

## **Project Description:**

In this project, you will create a macro that will assign a heading required on all reports. You will then modify the macro by changing the Visual Basic Code. You will copy the finalized macro code into a blank sheet in the workbook, and then save the macro-enabled workbook in the Excel Workbook (.xlsx) format.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Open the Excel workbook *Excel\_9E\_DLP\_Accounting\_as.xlsx* downloaded with this project.Ensure that the Developer tab is enabled. | 0 |
| 2 | On Sheet1, with cell A1 selected, begin to record a macro. Name the macro as **Accounting\_Macro** and assign CTRL+**r** as the Shortcut key. Do not close the Macro dialog box. (Mac users, assign Option + Cmd + r) | 8 |
| 3 | Store the macro in this workbook, and enter the text **Fills in report heading** as the description. Close the dialog box. While recording the macro, be sure to follow the steps exactly as specified. Do not switch between windows or worksheets in between steps. | 6 |
| 4 | In Sheet 1, in recording mode, insert two blank rows, one at a time, at the top of the worksheet. | 12 |
| 5 | In cell A1, type **DLP Accounting**. Merge and center the text you just typed across the range A1:E1, and then apply the Title cell style. | 15 |
| 6 | In cell A2, type **Quarterly Report**. Merge and center the text you just typed across the range A2:E2, and then apply the Heading 1 cell style. | 15 |
| 7 | Center the worksheet horizontally, click cell A1, and then stop recording the macro. Delete rows 1:2, return to cell A1, press CTRL+R to run the macro and ensure that the macro works as expected. | 10 |
| 8 | In the Microsoft Visual Basic for Applications window, copy the entire Accounting\_Macro macro including the *Sub* statement to the *End Sub* statement. Paste the code into cell A1 of Sheet2. | 12 |
| 9 | In the Microsoft Visual Basic for Applications window, in the fourth line following the first *End With*, edit *Quarterly Report* to indicate **Quarterly Operations Report**. | 1 |
| 10 | On Sheet 1, delete rows 1:2, return to cell A1, press CTRL+R to run the macro again and ensure that the macro works as expected. | 6 |
| 11 | In the Microsoft Visual Basic for Applications window, copy the Accounting\_Macro code between the first *End With* and the second *With*. There should be five lines of code, including the line that you changed. Paste the code into cell A1 of Sheet3. The VBA code should display in cells A1:A5 when pasted. | 15 |
| 12 | Save the macro-enabled workbook as an Excel workbook, using the same file name. Click Yes to save it as a macro-free workbook. Submit the file for grading. | 0 |

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| **Total Points** | **100** |