**5. Facilitate the learner to automate routine multi-step tasks through the creation, execution, and management of simple macros.**

* Create simple macros consisting of at least five commands
* Execute previously created macros



Macros – Ensure the Developer tab is visible in the menu bar

To get access to the Developer tab – click File – More – Options.

Select Custom Ribbon and click the Developer checkbox as shown below. Click OK.



The Developer option is now available in the Menu bar as shown.

**Record a Macro**

Click on the Developer tab and select Record Macro.

Make the changes to fonts/size/colour/cell formatting/etc. Note that every instruction you make is being recorded by the Macro.

**Run a Macro**

Click the Macros icon in the Developer menu. Select the required Macro and click Run.

**Sample Data File on my site**

Use the “Sample\_Data\_FIle\_Excel\_Macros” file to practice recording Macros. Run and look at Editing the code of the macro. Note that every time you make a change to a font/etc the Macro is recording each step and writing the Visual Basic for Applications code so Excel can execute the macro at a later date. It is possible to write/edit/modify the code of a macro but this is risky unless you are sure of what you are doing. Macros give Excel strength and flexibility and are widely used in Industry for repeating multiple tasks.

**Sample Macro code**

