Using Macros

This quick guide will help a user record a macro, which is a sequence of instructions that automates repetitive tasks.

Step 1
Before recording a macro, ensure the desired cell is selected. If a cell selection is made while recording a macro, the macro will only apply changes to that one cell when played back.

Step 2
The Macros button is found under the View tab in the formatting ribbon in the Macros group. Click on the Record Macro selection to display the Record Macro dialogue box.

Step 3
Enter a description of the task in the Macro name field. Assign a shortcut key to the macro to make it easy to assign the macro to a specific cell, e.g. Ctrl + Shift. Do not assign a shortcut key that is frequently used.

Step 4
Click OK and the macro will start recording.

Step 5
Make the desired changes to a cell, e.g. font color, size, or style.

Step 6
Click the stop recording button located in the bottom left hand corner of the screen or under the Macros drop down in the View tab.

Step 7
To play the macro, select the cells to apply the macro to and press the shortcut keys entered in Step 3.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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