

# Introduction to Macros in Excel Environment

by

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# What is a Macro

- Although Excel provides hundreds of Built-In Functions, we can also create our own functions by writing Excel macros to perform specific tasks.
- A macro is a piece of programming code that runs in Excel environment and helps automate routine tasks.
- Macros are one of the developer features.
  - By default, the tab for developers is not displayed in excel. You will need to display it via customize report.

# Cont'd

- Macros can be used to compromise the system by attackers. By default, they are disabled in excel.
- If you need to run macros, you will need to enable running macros and only run macros that you know come from a trusted source.
- If you want to save macros, then you must save your workbook in a macro-enabled format \*.xlsm
- The macro name should not contain any spaces.

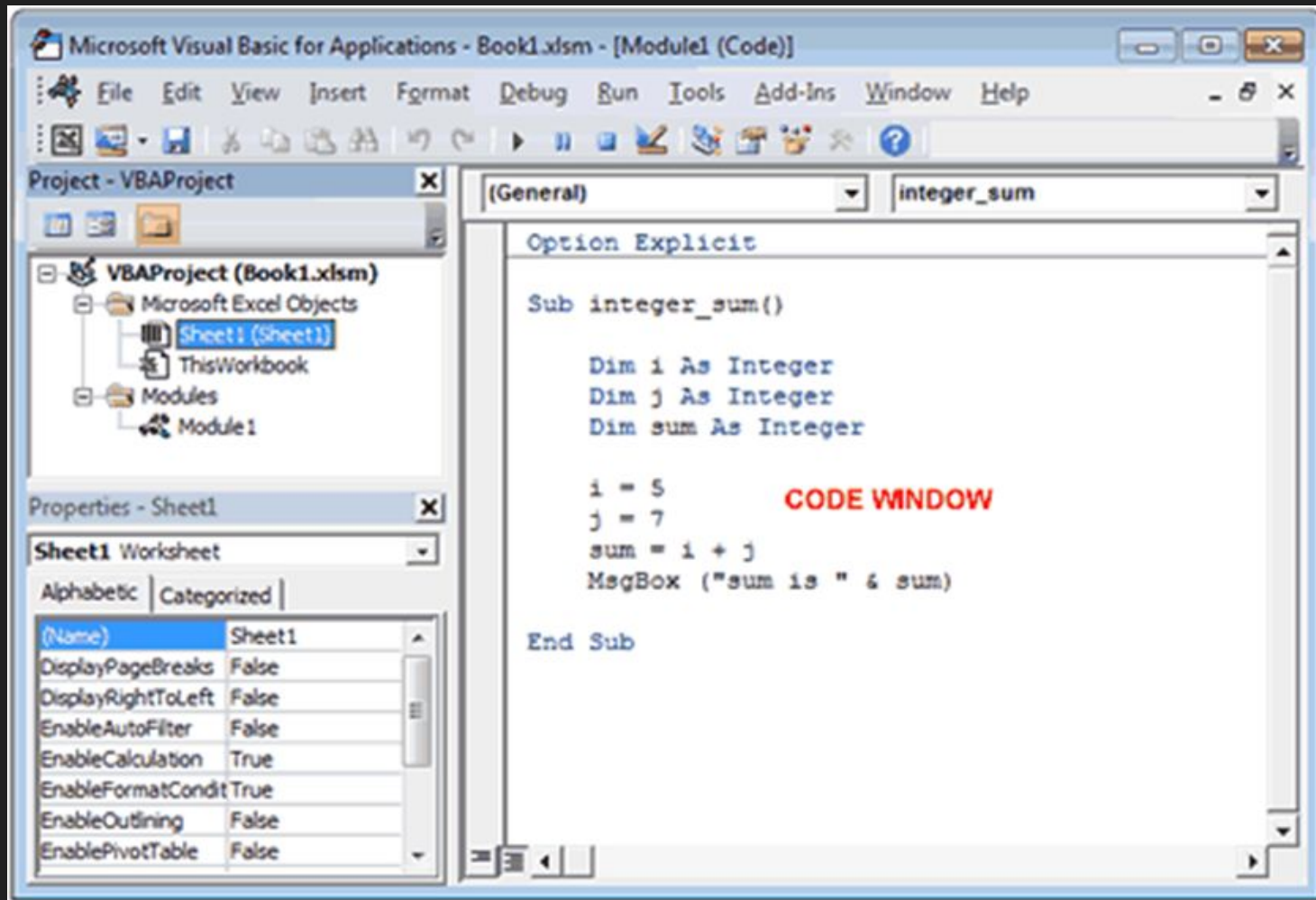
# The Developer Tab

- Contain the tools needed for creating and editing a macro.
- As pre-stated, a macro tab may not be displayed on the main GUI of the program.
- Displaying the tab may differ according to Excel's version:
- In Excel 2007: from excel options check the “show developer in the ribbon” check box.
- In later versions: select file then options to Customize ribbon and under Main Tabs, select the Developer check box.

# The Visual Basic Editor

- A macro is written for Excel, using the Visual Basic for Applications (VBA) programming language.
- The easiest way to access the Visual Basic Editor in Excel is to press the key combination ALT-F11 .
- You will be presented with the Visual Basic Editor, similar to the image next slide.
- Excel's macro recording functionality is a useful way of efficiently performing simple repetitive tasks.

# GUI of the Visual Basic Editor



# Recording Macros

- This feature of Excel can also be of assistance when writing more complex macros.
- Excel can record any action and produce a macro, containing the code to repeat it.
- Once the macro is recorded, the set of actions can be repeated for as many times as required, by simply running the recorded macro.
- This is more efficient than repeating the same set of actions manually each time.

Thank you for listening

Any Questions???