

Instructions on how to create and use macros in Excel Create macros, save macros, run macros

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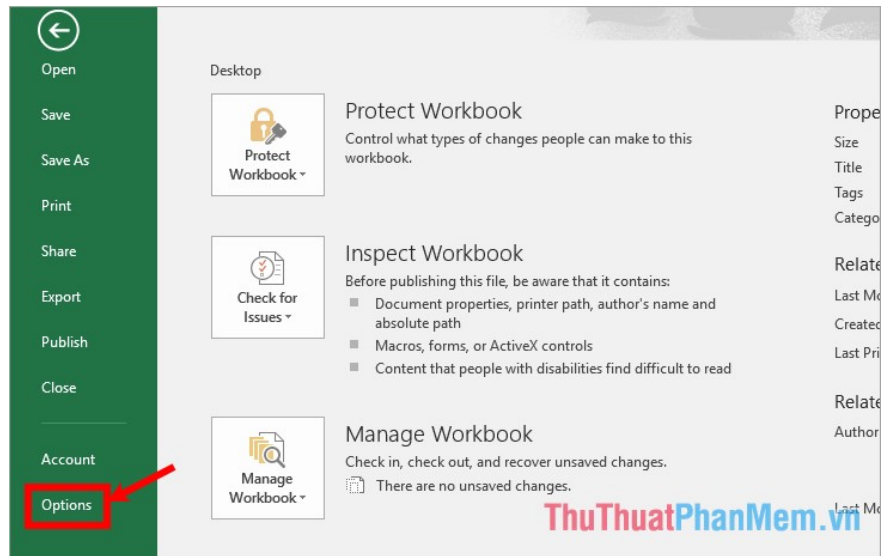
Beginners learn about macros in Excel, creating a simple macro will make it easier for you to understand and from there you will learn more advanced with macros in Excel. If you want to know how to create, save and run macros in Excel, please refer to the example of creating a simple macro that the article below shares.

	A	B	C	D	E	F	
1							
2	TẠO VÀ SỬ DỤNG MACRO TRONG EXCEL						
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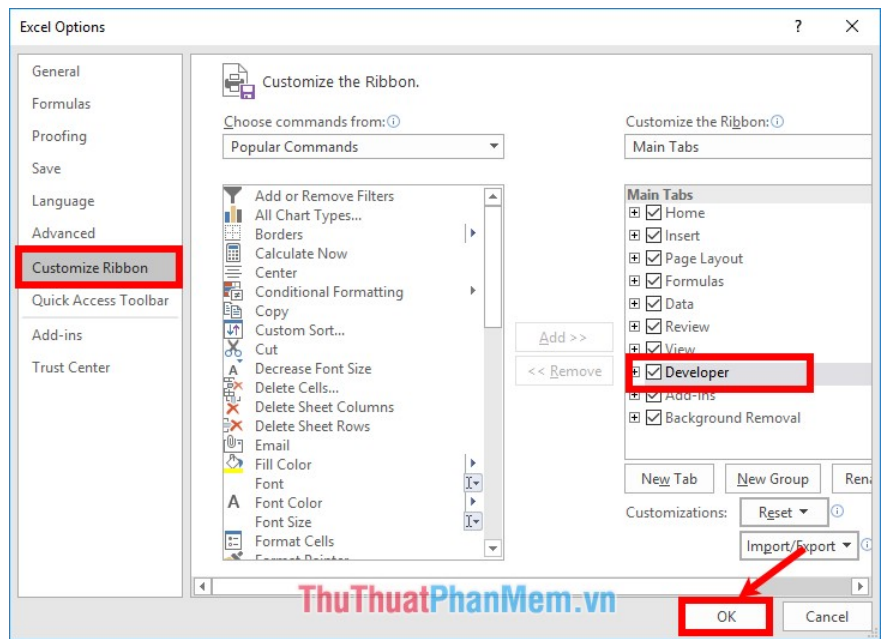
Below the article guides you how to create and use macros, save macros in Excel, invite you to follow along.

First, if your Excel file does not display the **Developer** tab, then display the **Developer** tab on the **Ribbon** as follows:

1. Select **File -> Options**.

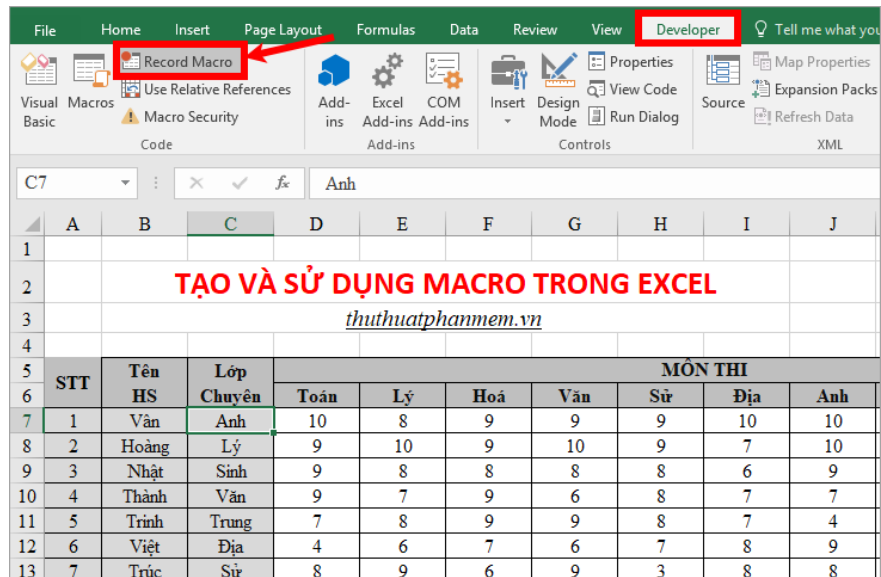


2. In the **Excel Options** window, select **Customize Ribbons** , then check the box in the box before **Developer** and click **OK** .

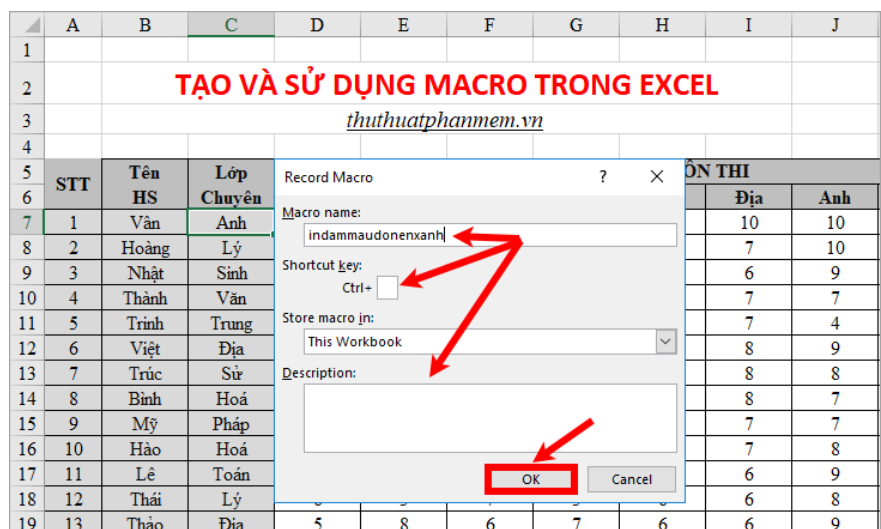


Method 1: Create a Macro using the Record Macro

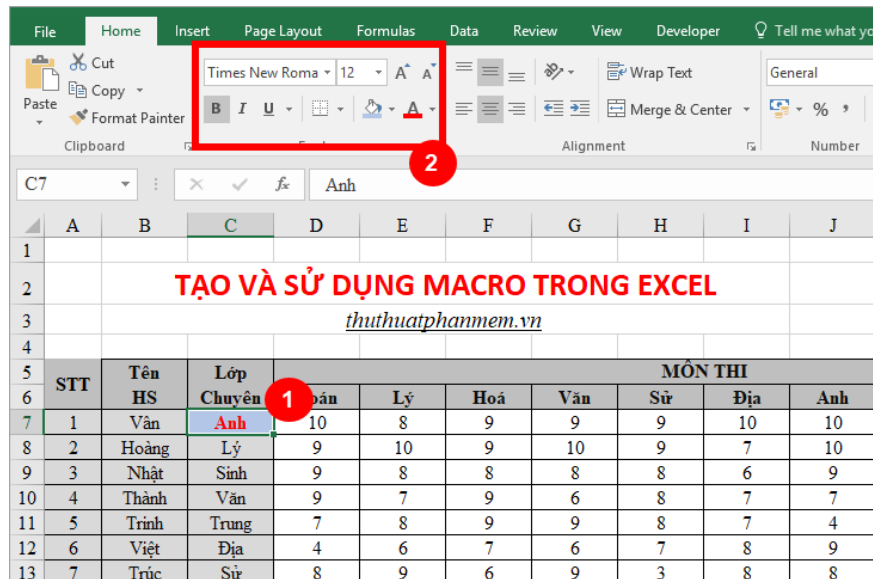
Step 1 : In Excel file, select the cell to perform the operations, next select **Developer -> Record Macro** .



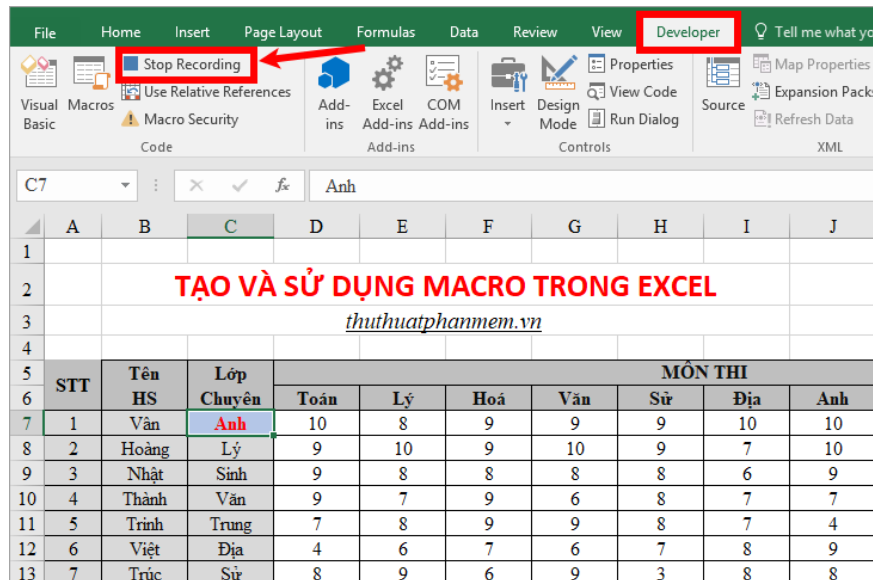
Step 2: Appears a **Record Macro** table, enter the name of your macro in the **Macro name** (write without spaces), you can also describe your macro in the **Description** section . You can also set shortcuts in the **Shortcut key** box . Then click **OK** to start recording operations in Excel.



Step 3: You start to perform the operations you want to create macros, for example, you perform some alignment operations such as center alignment, bold printing, coloring, and background shading for text.



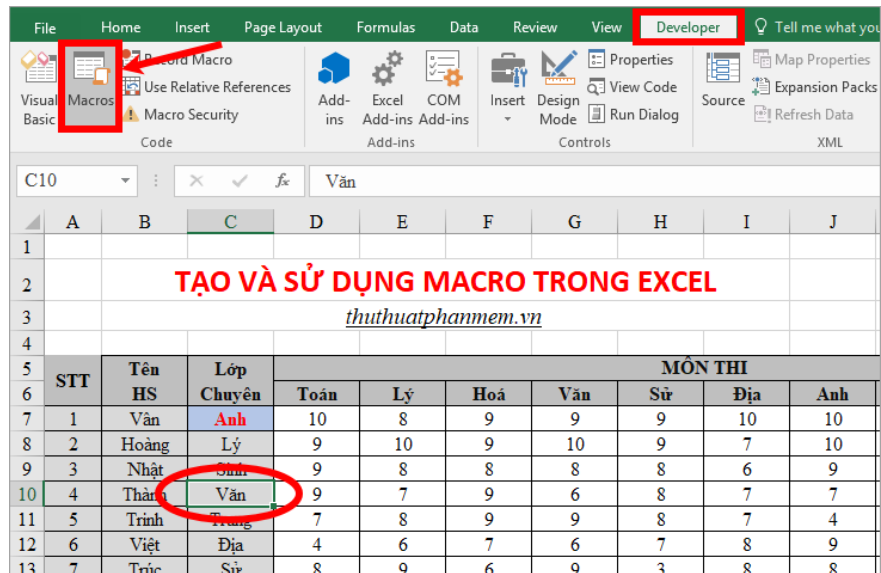
Step 4: After you finish manipulating and want to stop recording macros, you select the **Developer** tab -> **Stop Recording**.



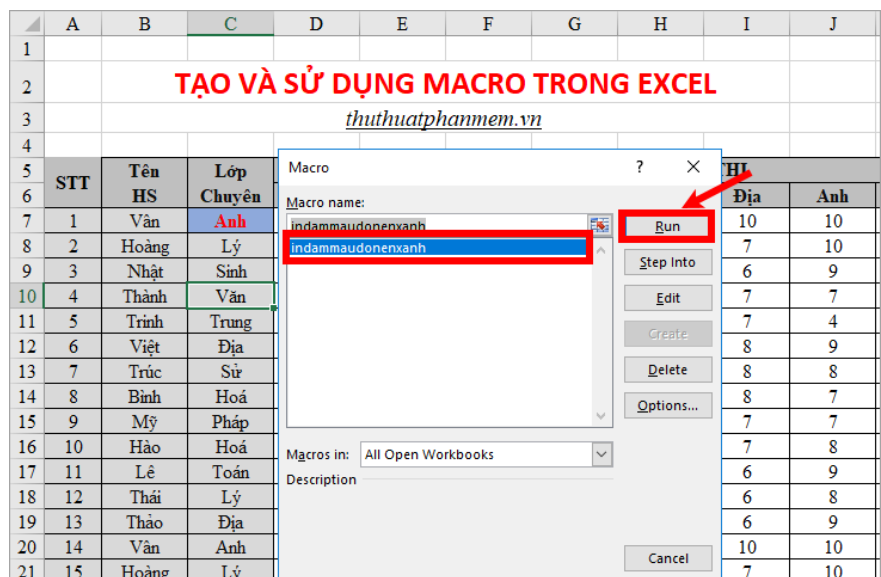
So you've created the simple Macro already, if you want to create other macros, then you do the same.

Step 5: Use the created macro.

Select a cell in Excel where you need to use macros, then select the **Developer -> Macros** tab .



The **Macro** dialog box appears, select the macro name you want to use and select **Run** to run the macro.

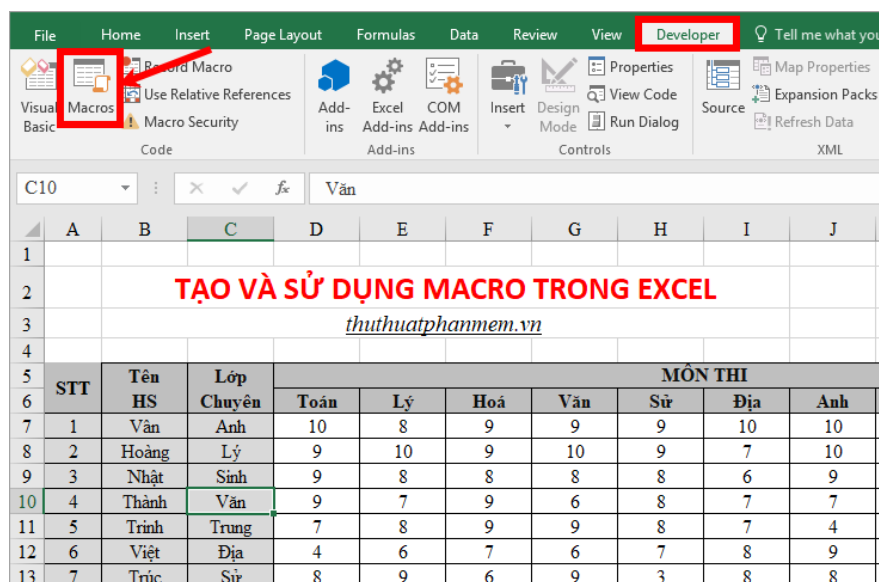


So immediately the data box you choose will be performing the manipulation of macros that you manipulated during macro creation.

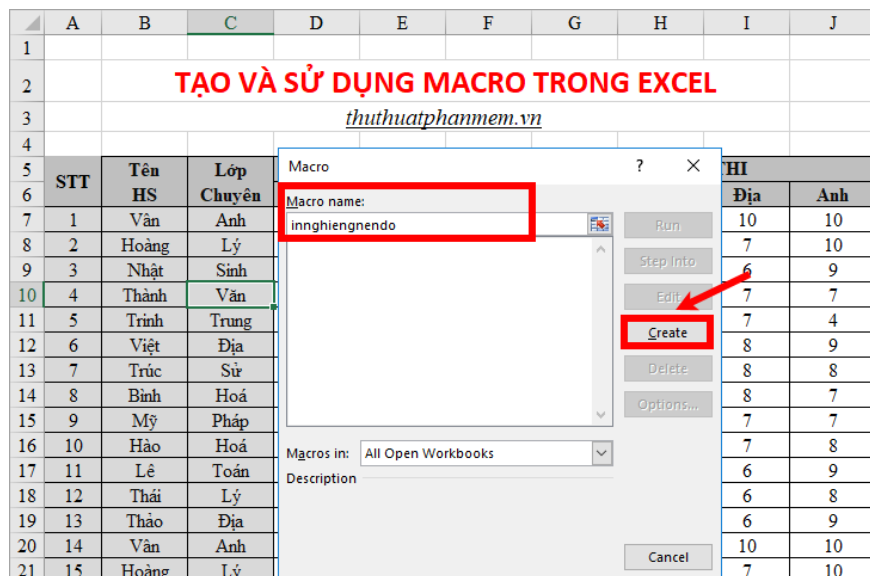
	A	B	C	D	E	F	G	H	I	J
1										
2			TẠO VÀ SỬ DỤNG MACRO TRONG EXCEL							
3			<i>thuthuatphanmem.vn</i>							
4										
5				MÔN THI						
6	STT	Tên HS	Lớp Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa	Anh
7	1	Vân	Anh	10	8	9	9	9	10	10
8	2	Hoàng	Lý	9	10	9	10	9	7	10
9	3	Nhật	Sinh	9	8	8	8	8	6	9
10	4	Thành	Vân	9	7	9	6	8	7	7
11	5	Trình	Trung	7	8	9	9	8	7	4
12	6	Việt	Địa	4	6	7	6	7	8	9
13	7	Trúc	Sử	8	9	6	9	3	8	8
14	8	Bình	Hoá	9	6	7	7	7	8	7
15	9	Mỹ	Pháp	8	6	7	5	6	7	7
16	10	Hào	Hoá	7	5	8	5	5	7	8
17	11	Lê	Toán	6	5	9	4	5	6	9
18	12	Thái	Lý	6	5	7	5	6	6	8

Method 2: Create Macros using Visual Basic code

Step 1: Select Developer -> Macros or press Alt + F8.

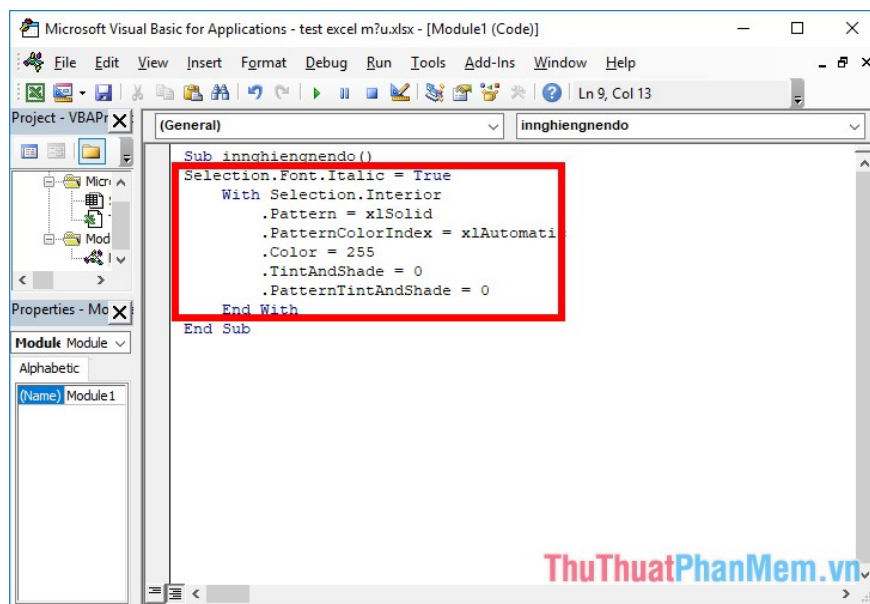


Step 2 : The Macro dialog box appears , enter a name for the macro in the **Macro name** section (write immediately, without accents) and click **Create** .



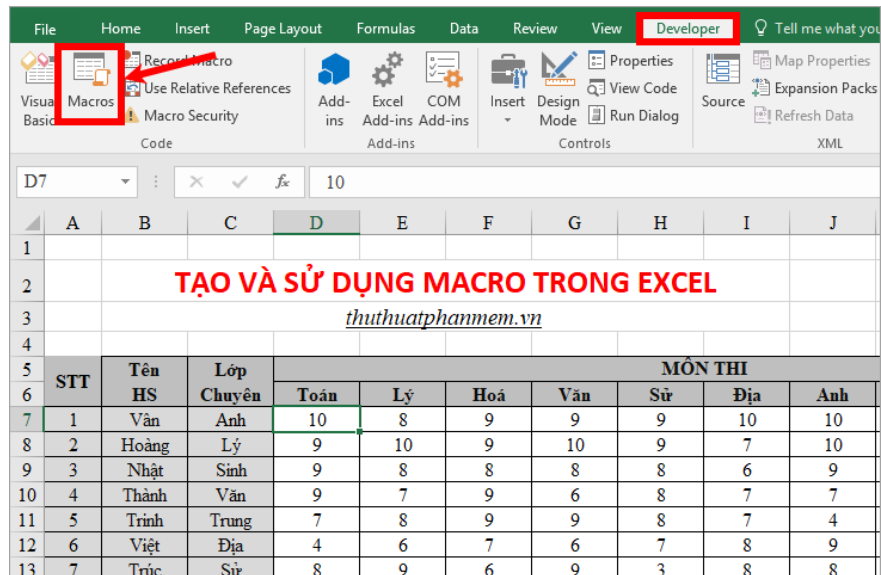
Step 3 : In **Sub sub tenmacro () . End Sub** you write Visual Basic code, if you do not know the code you can search for suitable code online, then copy and paste the code into the middle of the section **Sub . End This sub .** Then close the Visual Basic window.

For example, there is a simple code below to help you italicize and fill in a red background.

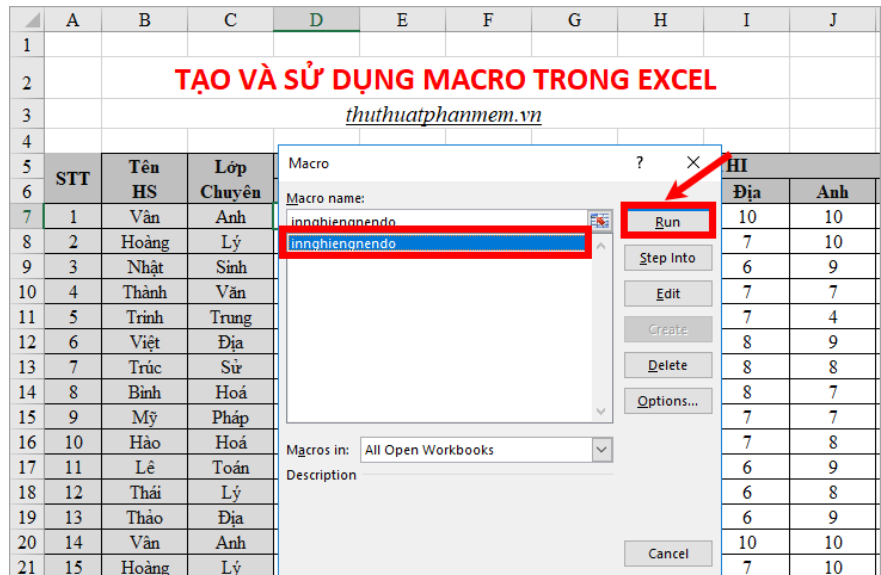


Step 4: Use the Macro

You can use macros similar to the way above is to select the cell to run the Macro and click **Developer -> Macros** tab .



The **Macro** dialog box appears, select the macro name to use and select **Run** .

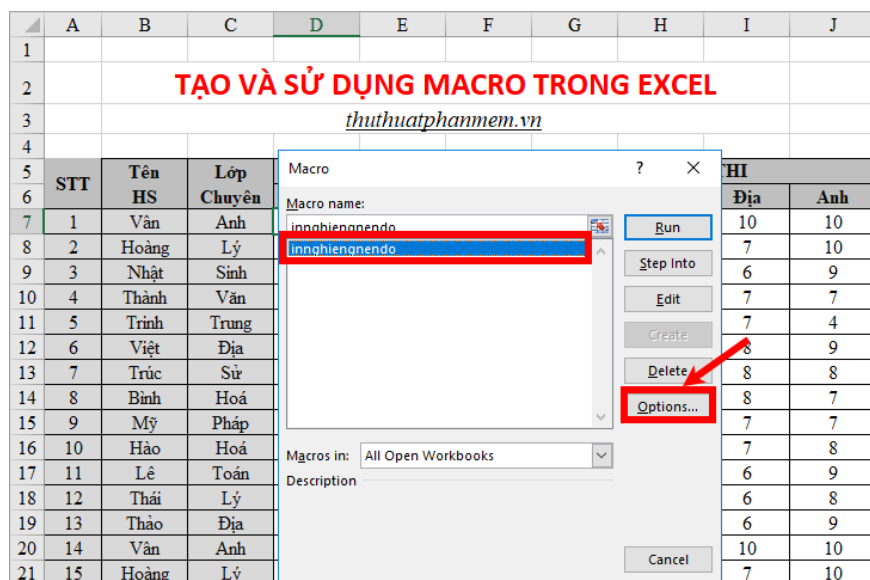


So the macro will run and execute exactly the code that Visual Basic you enter.

	A	B	C	D	E	F	G	H	I	J		
1												
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5				MÔN THI								
6	STT	Tên HS	Lớp Chuyên	Toán	Lý	Hoá	Văn	Sử	Địa	Anh		
7	1	Vân	Anh	10	8	9	9	9	10	10		
8	2	Hoàng	Lý	9	10	9	10	9	7	10		
9	3	Nhật	Sinh	9	8	8	8	8	6	9		
10	4	Thành	Vân	9	7	9	6	8	7	7		
11	5	Trình	Trung	7	8	9	9	8	7	4		
12	6	Việt	Địa	4	6	7	6	7	8	9		
13	7	Trúc	Sử	8	9	6	9	3	8	8		
14	8	Bình	Hoá	9	6	7	7	7	8	7		
15	9	Mỹ	Pháp	8	6	7	5	6	7	7		
16	10	Hào	Hoá	7	5	8	5	5	7	8		
17	11	Lê	Toán	6	5	9	4	5	6	9		
18	12	Thái	Lý	6	5	7	5	6	6	8		

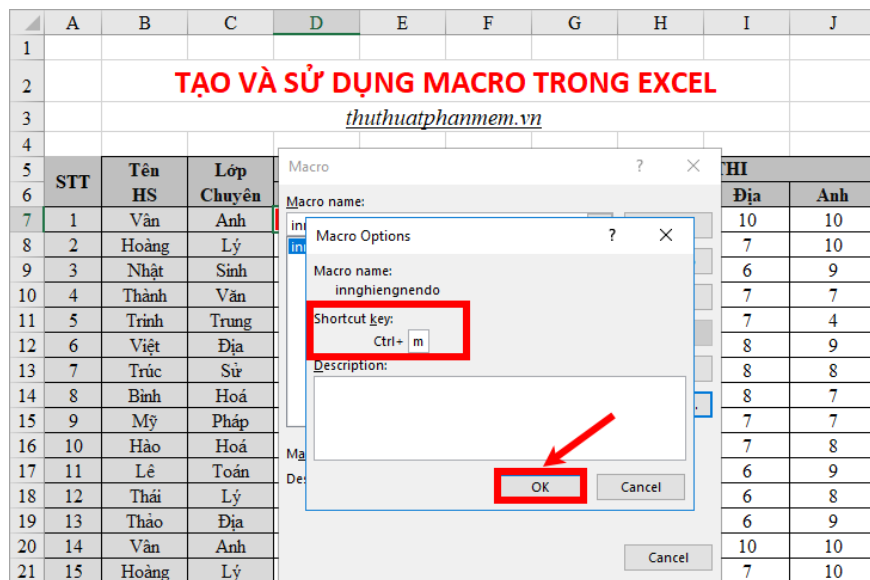
Step 5: Set up keyboard shortcuts to use macros.

If at the time of creating macros, but you have not set a shortcut, you can set the shortcut again by in the **Macro** dialog box, select the macro name to set the shortcut and select **Options** .



Macro Options appears , enter the characters in the white box next to **Ctrl** and click **OK** to save the shortcut.

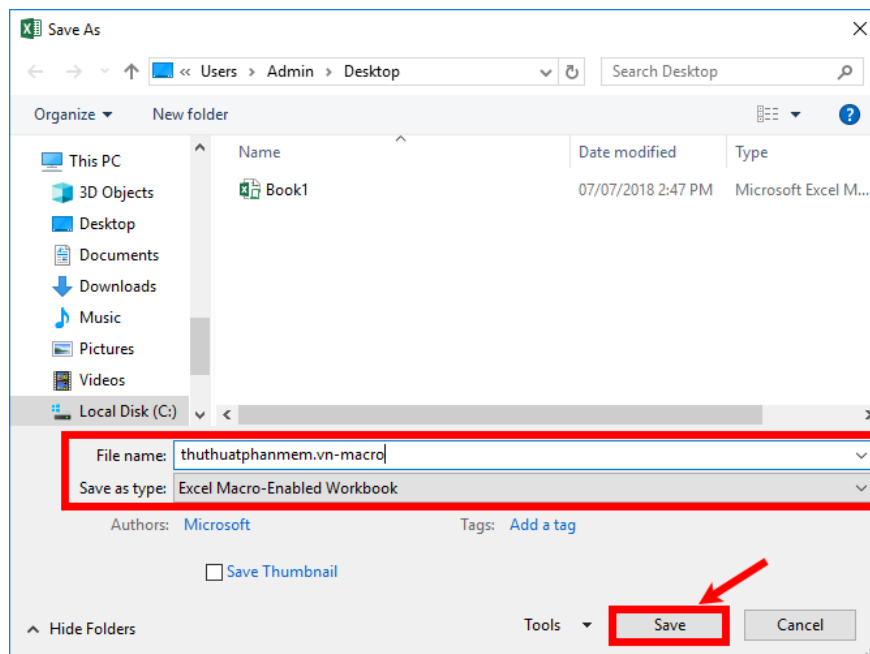
Note: you must not enter the numeric keys but only the characters.



So instead of having to choose **Macros -> Macro name -> Run** , you can use the shortcut you just set to use macros.

Step 6: Save the Macro

Select **File -> Save As (F12 key)** . The **Save As** window appears, select a location to save the file, name the file, then in the **Save as type** section, select **Excel Macro-Enabled Workbook** and select **Save** to save the Excel file and macro.



So you know how to create and use macros in Excel and how to save macros in Excel. To know how to turn on, turn off, delete macros in Excel, you can refer to the article [How to turn on, turn off, delete macros in Excel](#).

If you know how to use macros proficiently, you will work with Excel faster, greatly reducing Excel processing time. Good luck!

You finished reading the article "**Instructions on how to create and use macros in Excel Create macros, save macros, run macros**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
