

MS Excel 2003 - Lesson 8: Excel Macro - Automate complex tasks

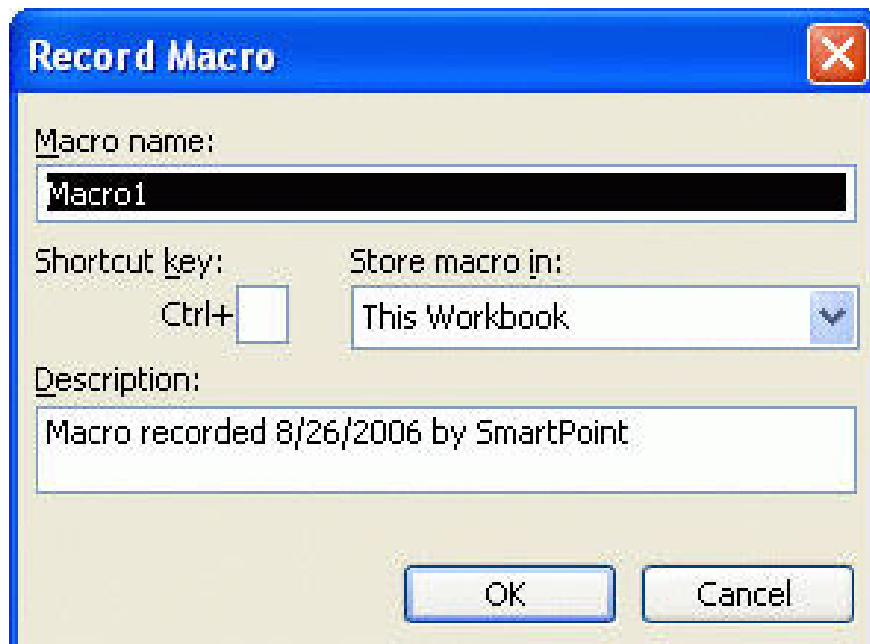
A macro is a program that includes commands and functions that are executed every time you need it. Macros can automatically perform operations and reduce steps to complete regular tasks.

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The simple way to create an Excel Macro is to have the Excel activity record and store it as a macro. Macros can be reworked or changed at any time.

Create macros in Excel 2003

- From the **Tools** menu, select **Macro** and click **Record New Macro** .
- Record dialog box Macro is displayed, enter the name in the **Macro name section**



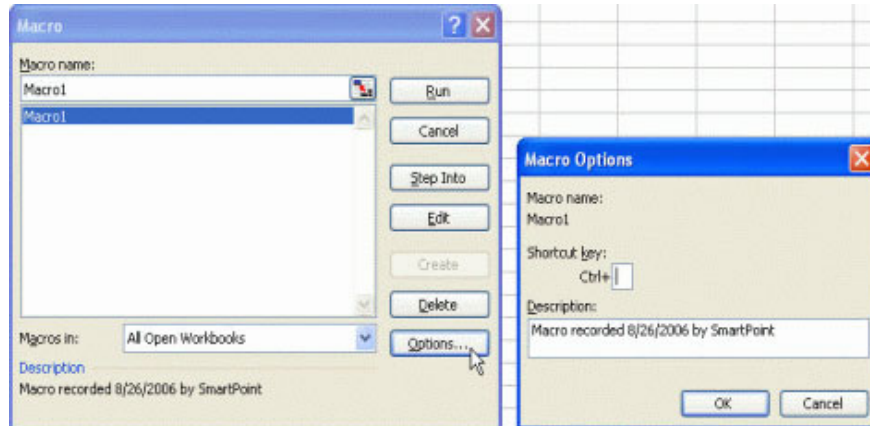
- In the **Description:** default field, it is ' *Macro recorded 8/26/2006 by SmartPoint* ' (ie including the date and user name. If desired, you can change it)

- To start recording, click **OK**

- Perform actions to record macros, these actions can be a combination of multiple commands in Excel.
- To stop recording, from the **Tools** menu, select **Macro** and click **Stop Recording** .

Assign a shortcut to the macro

- From the **Tools** menu, select **Macro** and click **Macros** .
- Macros dialog box appears, select the macro name (if previously saved) to assign a shortcut.



- Click the **Options** button to display the **Macro Options** dialog box
- At the **Shortcut key** , enter a character after the **Ctrl +** box (eg *Ctrl + I*). This shortcut will be used to call macros.
- Click **OK** to return to the Macro dialog box
- Click the **Cancel** button to skip the dialog box.

Run macros using command tools

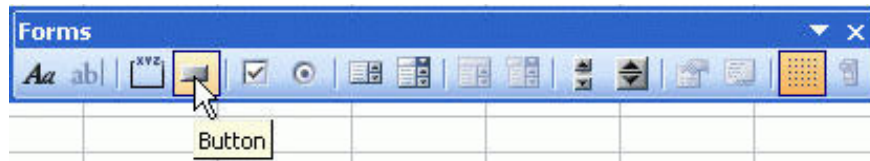
- From the **Tools** menu, select **Macro** and click **Macros** .
- The Macro dialog box appears, in the **Macro name** section, select the macro name you want to run
- Click the **Run** button. Note : If you want to change or delete macros, just click the **Edit** or **Delete** button

Run macros with keyboard shortcuts

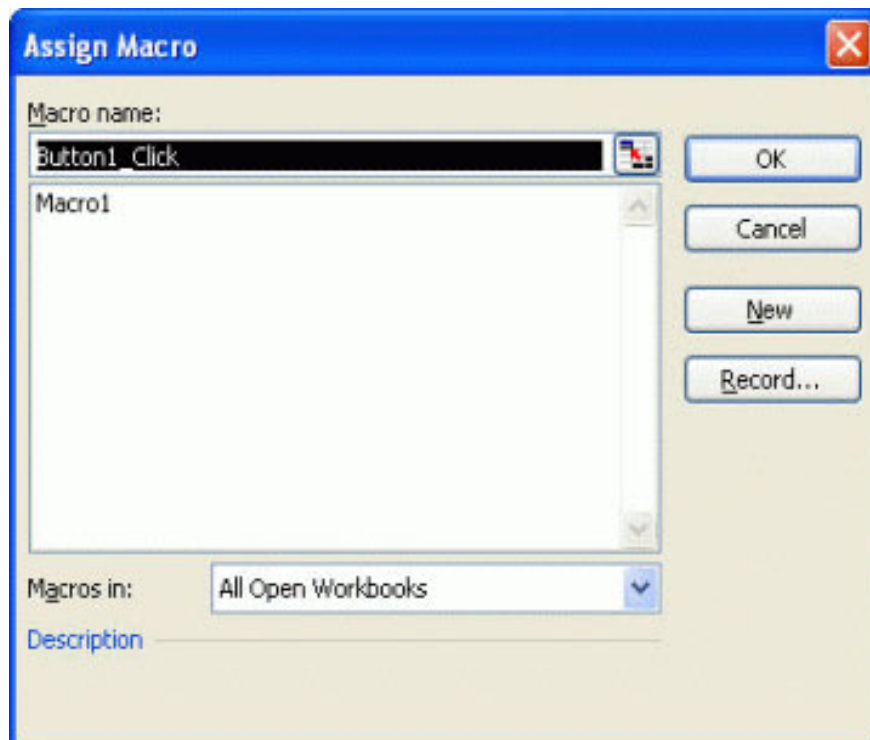
- Press **Ctrl + ?** (with ? is the assigned character)

Create a command button and assign Excel macro

- If the **Forms** toolbar is not displayed, right-click on the toolbar, from the pop-up menu, select **Forms** .
- To create a button, from the Forms toolbar click the **Button** icon



- Then use the mouse to drag to the position you want, then appear a + sign and you can drag to arbitrary size
- When you release the mouse button, the **Assign Macro** dialog box appears.



- Click the **Record** button, the **Record Macro** dialog box appears
- From **Macro name:** enter the name of the macro to call
- Click the **OK** button
- Then, the macro is saved normally, click the command button, select **Edit Text** from the pop-up menu
- To run the macro, click the newly created button.

Change the button name

- Double click the button, then the button name is highlighted
- Type in a new name and click on the worksheet area

Delete the button

- Click the button and press the **Delete** key

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