

MS Excel 2007 - Lesson 7: Create Macros in Excel 2007

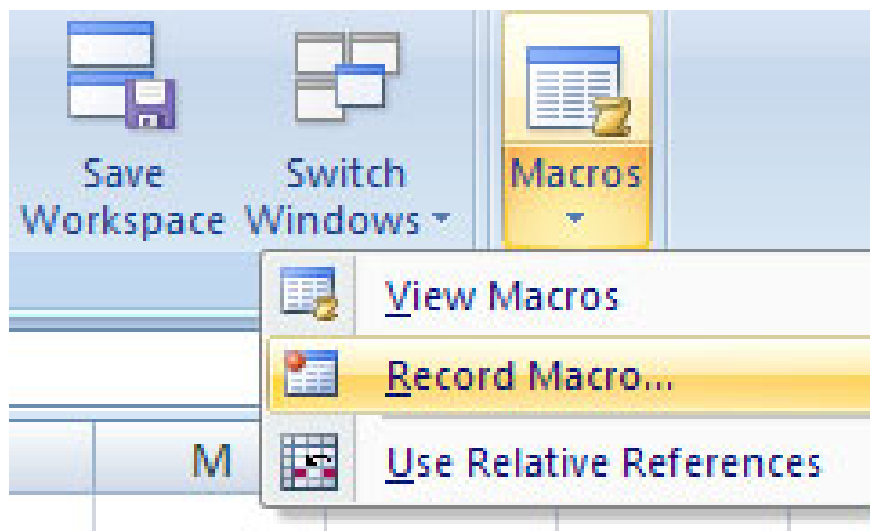
Macros are advanced features, which can speed up editing or formatting that you can do regularly in an Excel spreadsheet. In this Excel lesson, TipsMake.com will show you how to use Macros in Excel 2007.

TipsMake.com - Macros are advanced features, which can speed up editing or formatting that you can do regularly in an Excel spreadsheet. They record the actions you have selected in the menu so that a sequence of actions can be completed in one step. In this Excel lesson, TipsMake.com will show you how to use Macros in Excel 2007.

Write a Macro in Excel 2007

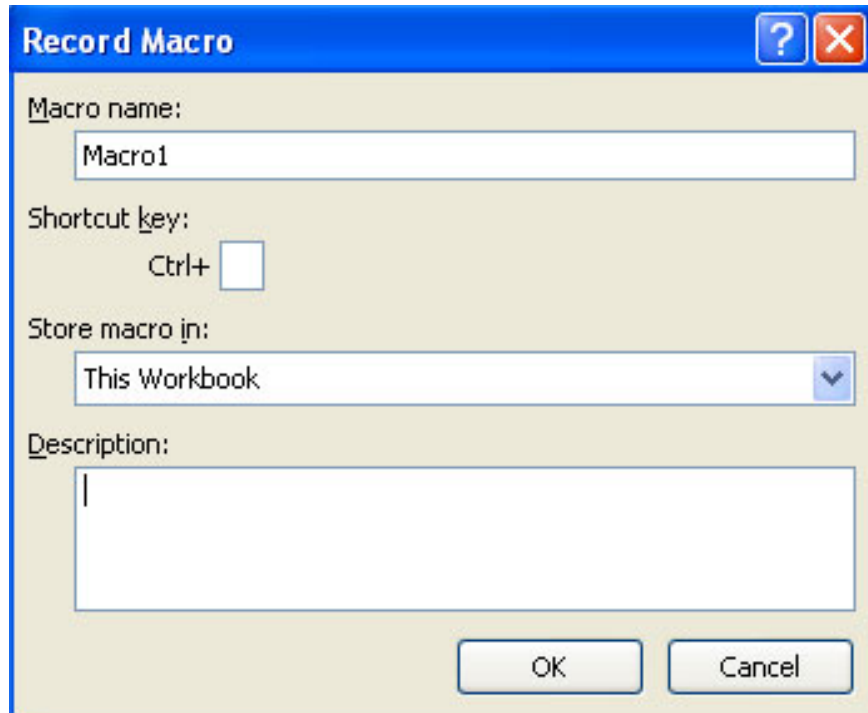
To record a Macro:

- Click the **View** tab on the Ribbon
- Click **Macros**
- Click **Record Macro**



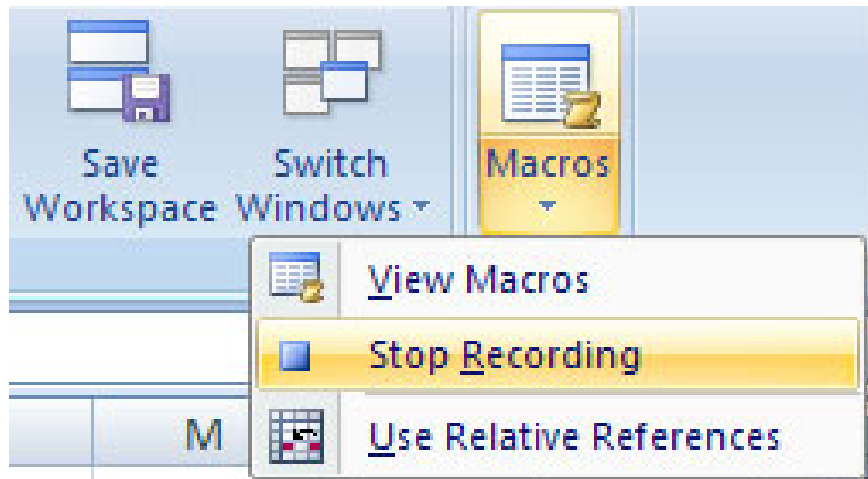
- Enter a name for Macro (no spaces)
- Enter a shortcut

- Enter Description to explain or describe



To stop recording Macro:

- Click Macro
- Click **Stop Recording**



Macro implementation in Excell 2007

To execute a Macro from the shortcut, simply press the key you selected

to run Macro. Or you can view all Macros and execute them by:

- Click Macros
- Click **View Macros**
- Select a Macro and click **Run**



Next lesson: MS Excel 2007 - Lesson 8: Sort and Filter

Previous article: MS Excel 2007 - Lesson 6: Calculation in Excel

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