Using Macros and Buttons

Microsoft Excel allows you to record the steps that you carry out within a spreadsheet. These recordings are called MACROS and they can be played back as often as required. You can assign a shape to represent a MACRO. In this way the user of the spreadsheet can simply click on the shape (button) to play back the MACRO.

Using a Simple Discount Table

To see how MACROS and BUTTONS work a simple discount system for a retail store will be set up. It offers discounts of 5%, 10% or no discount at all depending on the time of year.
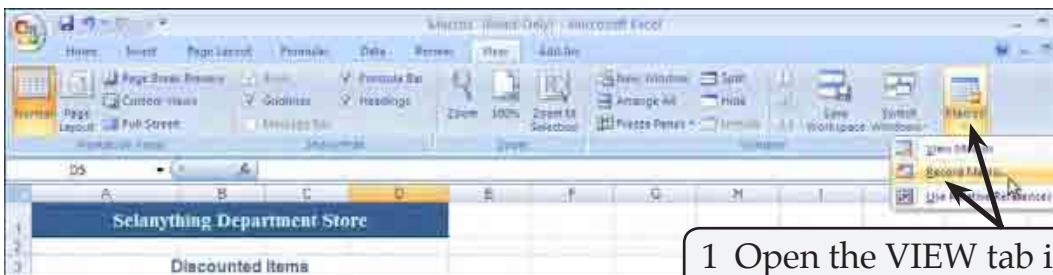
A Opening a Sample File

1 Load Microsoft Excel or close the current file.

2 Click on the OPEN icon in the QUICK ACCESS TOOLBAR or in the OFFICE BUTTON. Access the CHAPTER 15 folder of the EXCEL 2007 SUPPORT FILES, load the file:
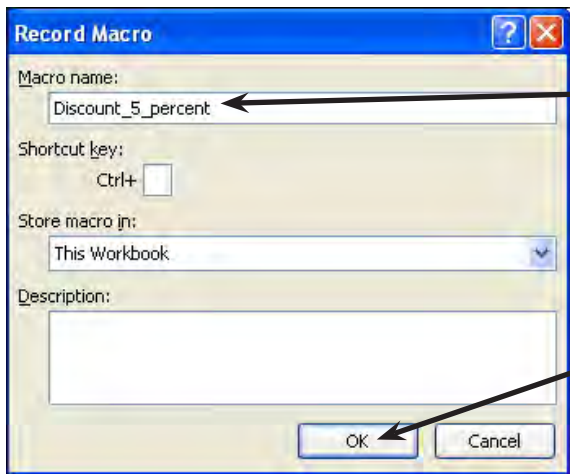
<div align="center">Macros</div>

and select YES to the READ-ONLY dialogue box.

B Setting a 5% Discount Macro

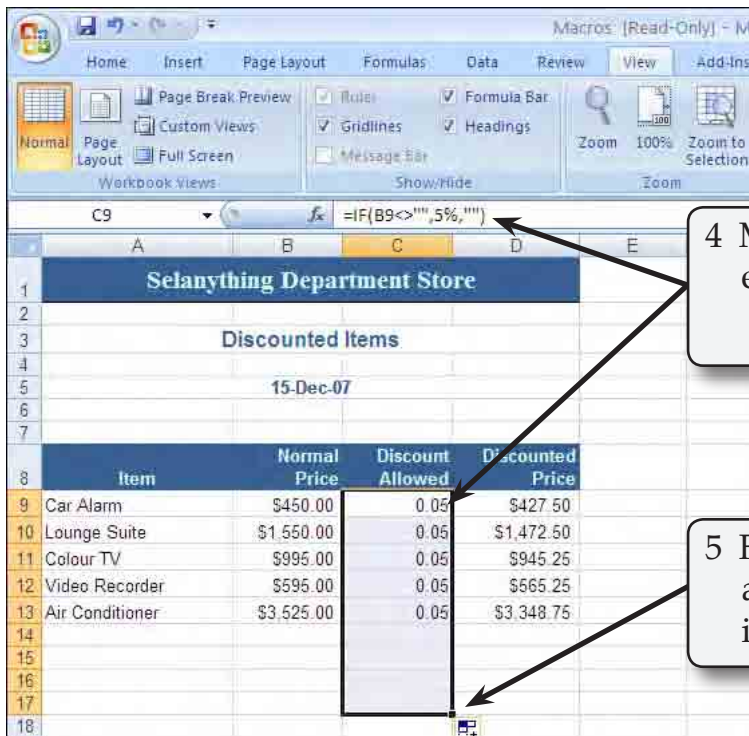We want the spreadsheet to automatically add 5% discount in the DISCOUNT ALLOWED column.

1 Open the VIEW tab in the RIBBON, click on the arrow at the base of the MACROS icon and select RECORD MACRO to open the RECORD MACRO dialogue box.

2 In the MACRO NAME box enter:

Discount_5_percent
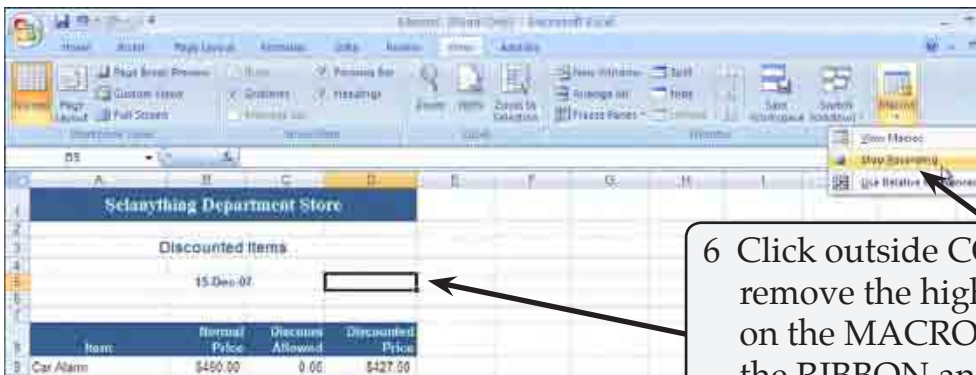
3 Click on OK and the recording will commence.

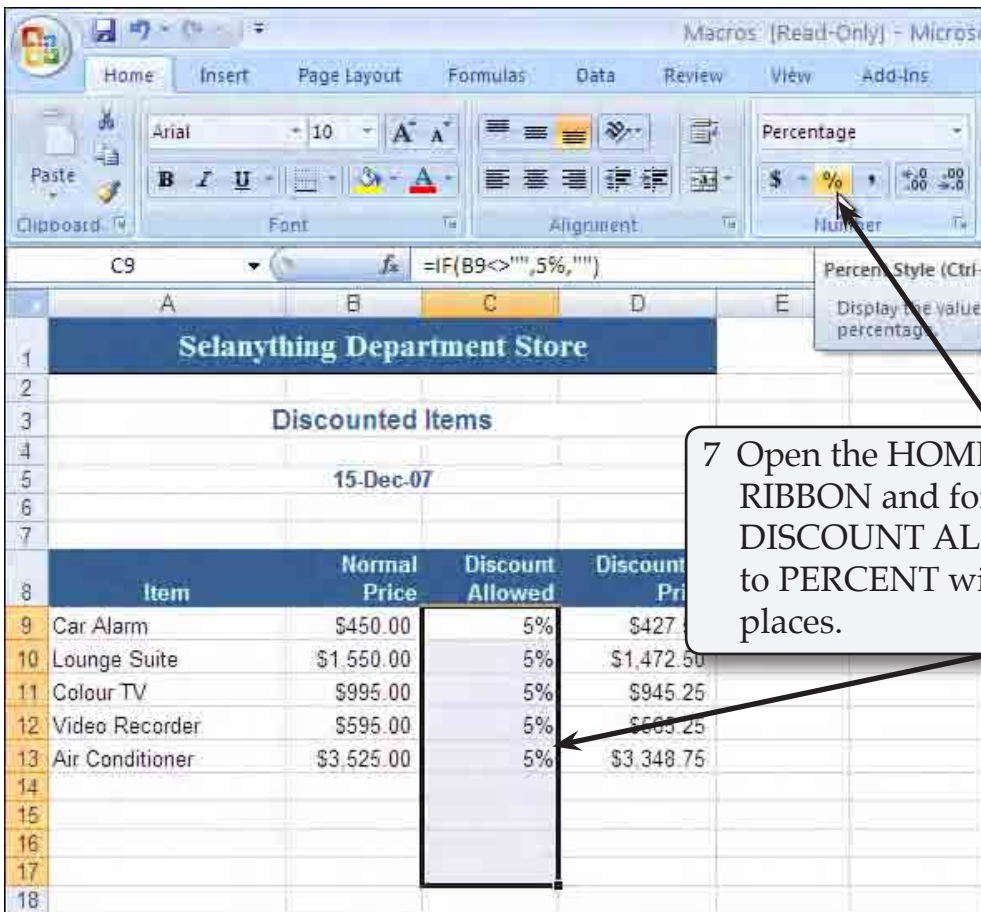**NOTE:**   **MACRO names cannot have spaces or mathematical symbols such as %.**

4 Move the cursor to cell C9 and enter the formula:

$=IF(B9<>"",5\%,"")$

5 Fill the formula down to cell C17 as we may want to add more items to the table at a later date.

NOTE: **The formula looks to see if there is an entry in the cell to the left of the DISCOUNT ALLOWED column. If there is, 5% is entered, otherwise a blank space is inserted.**

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6 Click outside COLUMN C to remove the highlight then click on the MACROS icon arrow in the RIBBON and select STOP RECORDING.
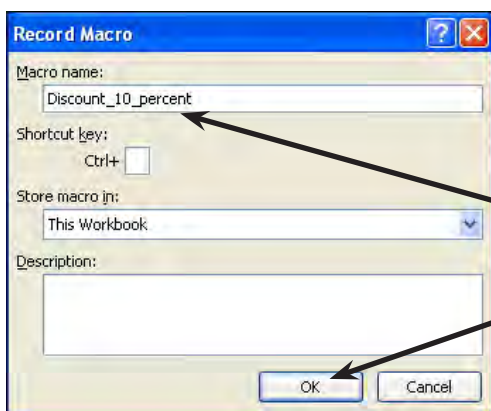

7 Open the HOME tab in the RIBBON and format the DISCOUNT ALLOWED column to PERCENT with no decimal places.
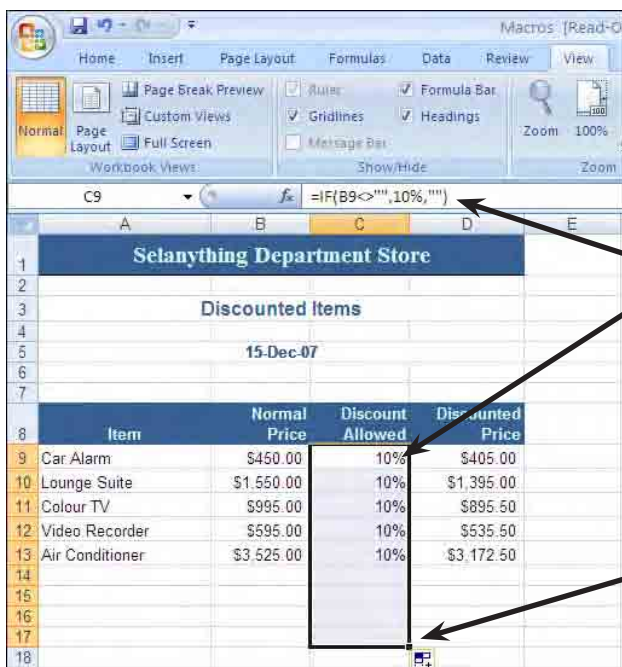
C   Setting a 10% Discount Macro

A second macro to set a discount of 10% will be created in the same way as the 5% macro.

1   Ensure that the cursor is <u>not</u> at cell C9.

2   Open the VIEW tab in the RIBBON, click in the arrow at the base of the MACROS icon and select RECORD MACRO.

3 Name the macro:

    Discount_10_percent

and select OK to commence the recording.

4 Set the cursor at cell C9 and enter the formula:

$$=IF(B9<>"",10\%,"")$$

5 Autofill the formula from cell C9 to cell C17.

> **NOTE:**   **A discount of 10% should now be applied to all the items.**