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 run 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.
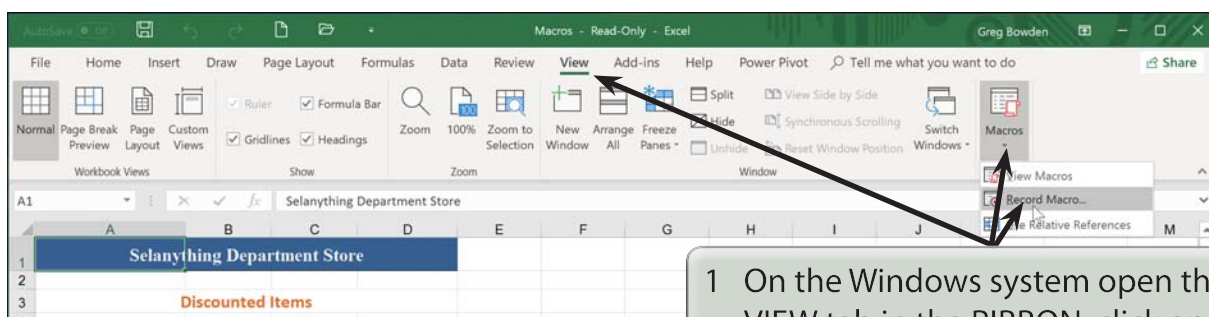
A Opening a Sample File

1 Load Microsoft Excel or close the current file.

2 Click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab or menu, access the CHAPTER 16 folder of the EXCEL 2019 SUPPORT FILES, load the file:

Macros
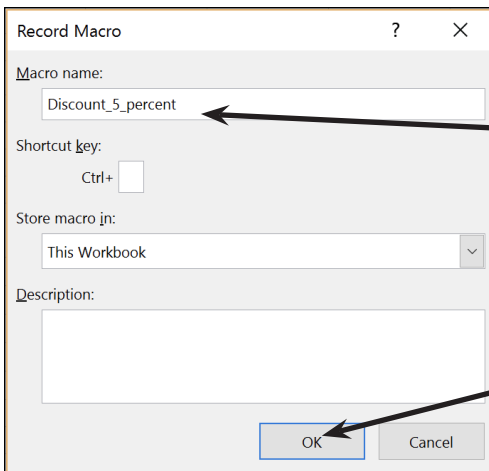
and select YES to the READ-ONLY dialogue box.

B Setting a 5% Discount Macro

The first macro will add 5% discount in the DISCOUNT ALLOWED column.

1 On the Windows system open the VIEW tab in the RIBBON, click on the arrow at the base of the MACROS icon and select RECORD MACRO.
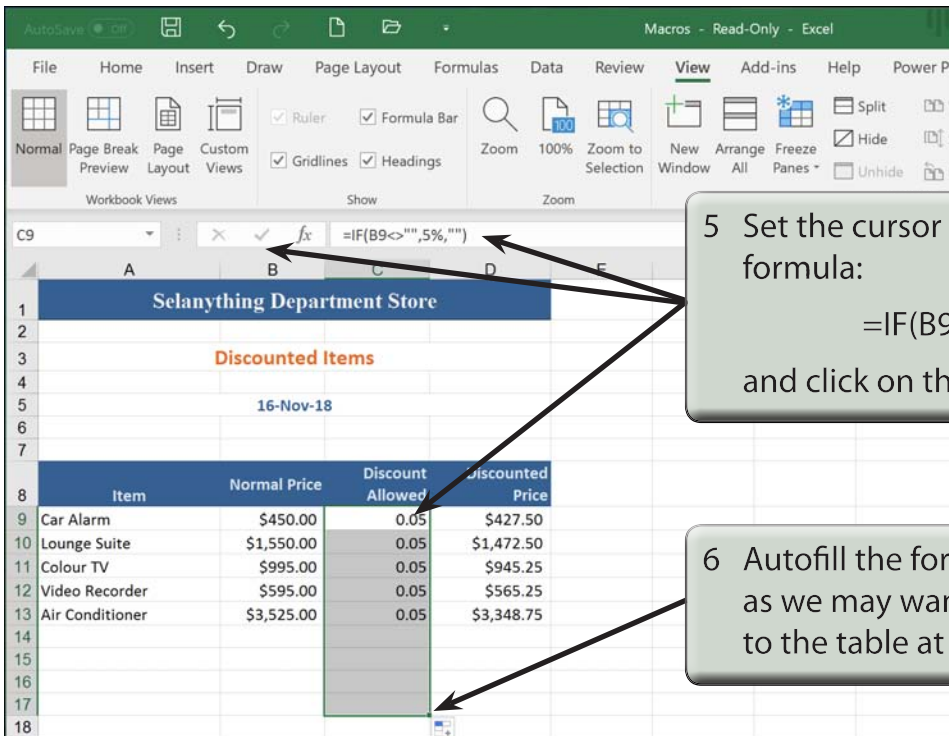
2 On the Macintosh system open the VIEW tab and click on the RECORD MACRO icon.

3 In the MACRO NAME box of the RECORD MACRO dialogue box enter:

Discount_5_percent
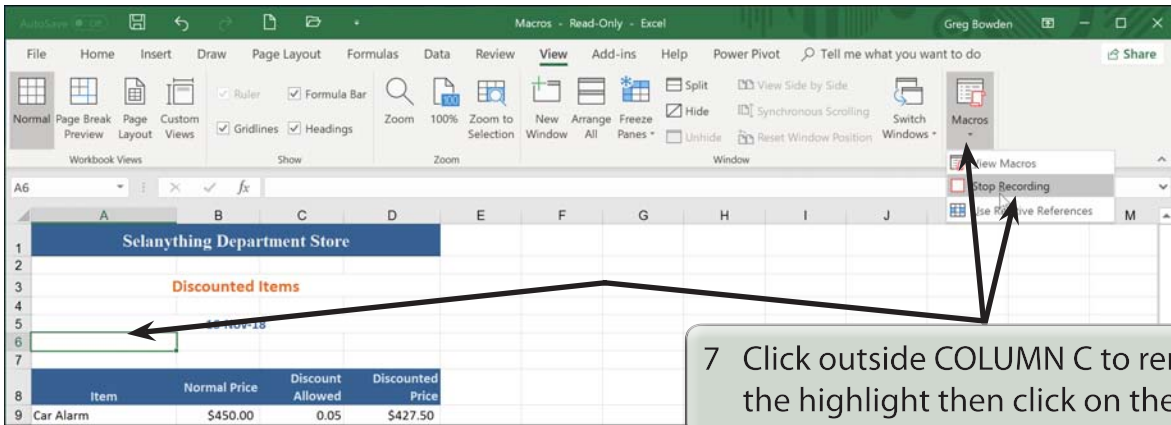
4 Click on OK and the recording will commence.

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

5 Set the cursor at cell C9, enter the formula:

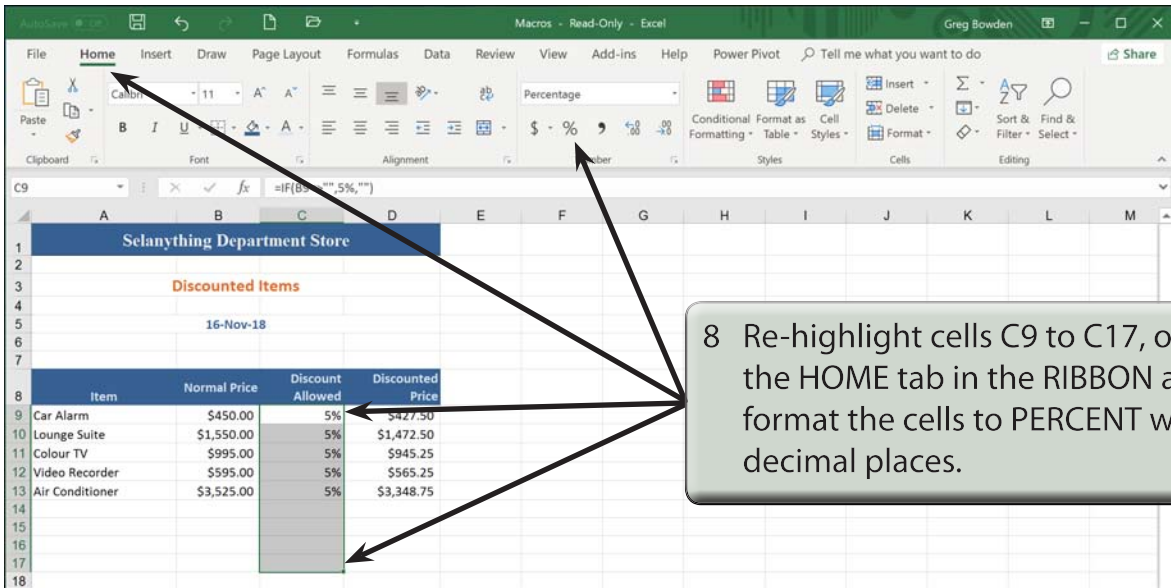=IF(B9<>"",5%,"")

and click on the ENTER button.

6 Autofill 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.

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

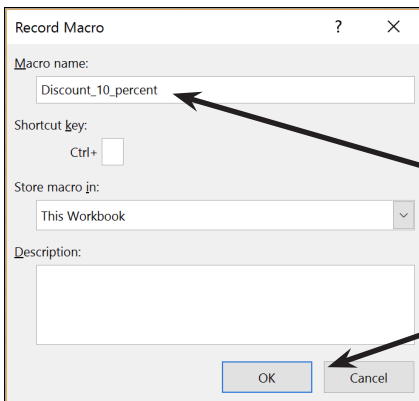**NOTE: On the Macintosh system a STOP RECORDING button is added to the VIEW tab of the RIBBON.**

8   Re-highlight cells C9 to C17, open the HOME tab in the RIBBON and format the cells to PERCENT with no decimal places.
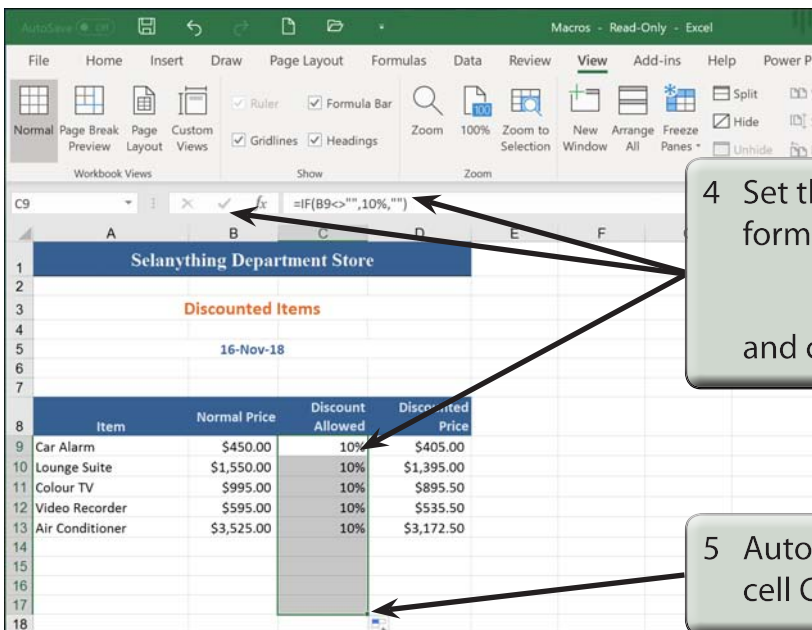
C   Setting a 10% Discount Macro

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

1   Position the cursor at any cell other than 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 (or click on the RECORD MACRO button).

3   Name the macro:

      Discount_10_percent

   and select OK to commence the recording.

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

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

   and click on the ENTER button.

5   Autofill the formula from cell C9 to cell C17.

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