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Introduction to Excel

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By Michael Alexander .

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being that you increase  
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instances your hands have to move back and forth from the keyboard to the mouse. Getting in the habit of using these shortcut keys can help work more efficiently when using the ...

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Excel assigns a default name to macros:

“Macro1”, “Macro2”, “Macro3” and so on.

However, as explained by John Walkenbach in Excel VBA

Programming for Dummies, it is generally more helpful to use a descriptive name.

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for Beginners: Create  
Macros In 7 ...

A macro is a piece of code within Excel that you can use to automate many routine tasks—just like the ones I mentioned above. You may have heard the terms "macro" and "VBA" used interchangeably, but there is a distinction. Put simply, VBA is the



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programming language  
used to write macros.

---

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Dummies helps you  
save time, automate, and  
be more productive,  
even with no  
programming  
experience at all. Each

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chapter offers practical macros that you can implement right away, with practical exercises that extend your knowledge and help you understand the mechanics at work.

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To assign an Excel

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macro to a custom button on the Quick Access toolbar, follow these steps: Click the Customize Quick Access Toolbar button at the end of the Quick Access toolbar and then click More Commands on its drop-down menu. Excel opens the Excel Options dialog box with the Quick Access Toolbar tab selected.

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EXCEL MACRO is a record and playback tool that simply records your Excel steps and the macro will play it back as many times as you want. VBA Macros save time as they automate repetitive tasks. It is a

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piece of programming code that runs in an Excel environment but you don't need to be a coder to program macros.

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How to Write Macros in  
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Each macro in Excel  
Macros For Dummies  
book has an associated

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sample file that enables you to see the macro working and to review the code. You can use the sample files also to copy and paste the code into your environment (as opposed to typing each macro from scratch).

---

Excel Macros: Sample  
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To complete the import of the CSV file, you may have to set a few options in order for Excel to interpret it correctly (e.g. delimiter, headers present, etc.).

Once our data is imported, simply go to the Macros menu (under the View tab) and select View Macros. In the resulting dialog box, we see the “FormatData”

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macro we recorded  
above.

---

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website at [www.dummies.com/extras/excelmacros](http://www.dummies.com/extras/excelmacros) to download the sample files for each macro in the book.

These enable you to see the macro at work and to copy and paste the code.

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Alexander, Michael ...

The VBA language contains a number of functions that you can use to build code in Excel. The following table provides descriptions of the most useful functions. When writing code, type the word VBA followed by a period, and you'll see a drop-drop list of these functions. See Excel's

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Help system for more  
details. VBA [...]

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VBA Functions for

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helps you save time,

automate, and be more

productive even with no

programming

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experience at all. Each chapter offers macros you can implement right away, with practical exercises that extend your knowledge and help you understand the mechanics at work.

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Debugging your code is

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an important part of working with Excel Macros. Although there are ways to use the debugging features through the Visual Basic Editor menu options, you may find these keyboard shortcuts to be a much more efficient way to debug your code. Shortcut Keys for Navigating the Visual Basic Editor Project

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Alexander. 4.3 out of 5

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