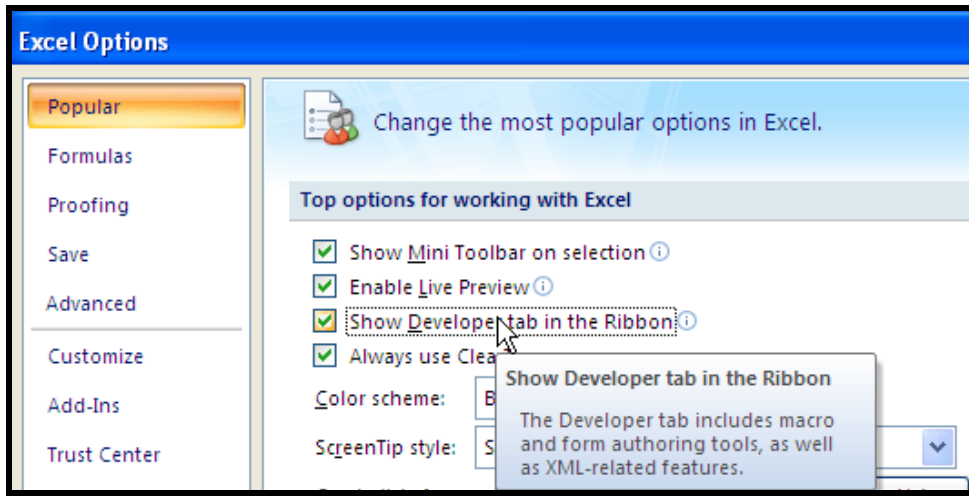
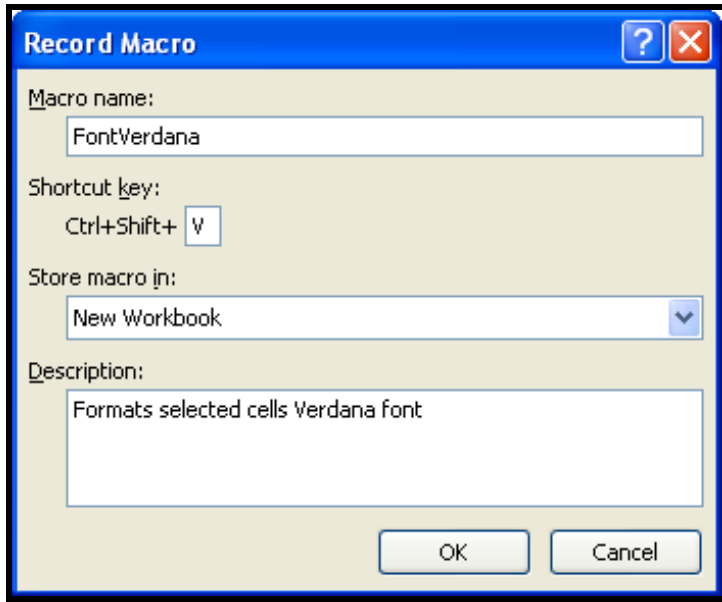


Recording a macro in Excel 2007

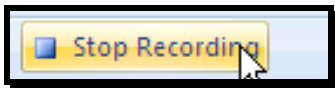
1. Add the Developer tab of the Ribbon.
2. Click the Office Button.
3. Select the **[Excel Options]** button.
4. Check Show Developer tab in the Ribbon.



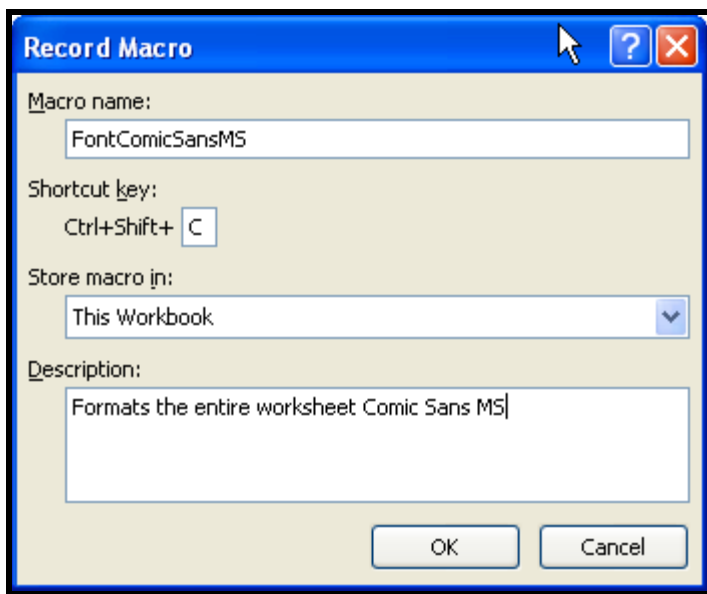
5. Open the file **RecordMacro.xls**.
6. Select cell **A1**.
7. Click the **Record Macro** tool.
8. In the record macro dialog box enter what is below.



9. Click the **[OK]** button.
10. Select the **Home** ribbon and select the font **Verdana** from the list.
11. Click on the **Stop Recording** button on the **Developer** tab.



12. Select the new workbook.
13. In the class folder, save the new workbook as **MyMacros**.
14. Select the **Select All** button in the **MyMacros** workbook.
15. Record another macro as shown in the Record Macro dialog box.



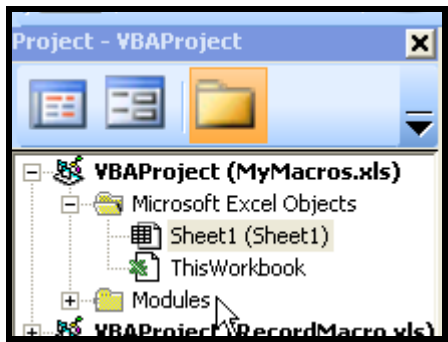
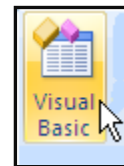
16. Click the **[OK]** button.
17. Stop the macro recording.
18. Save the **MyMacros** file.

Run the Macros.

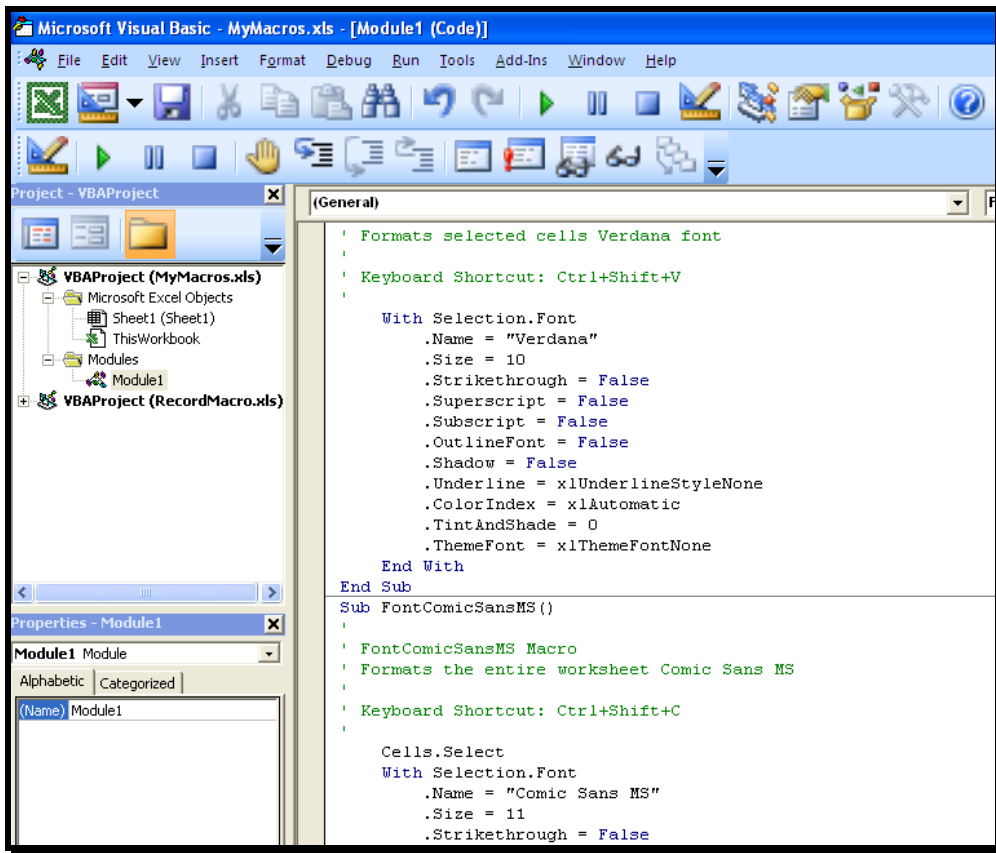
1. Activate the **RecordMacros** file.
2. Select cells **D9:F13** and cell **F15** and **D18:F22** and **F24** and **F26**. (Use the Control key to select the random cells.)
3. Run the **FontVerdana** macro with **Control + Shift + V**.
4. Run the **FontComicSansMS** macro.

Viewing Code in the Visual Basic Editor

- Click on the Visual Basic tool on the Developer tab of the Ribbon.
- Alt F11
- Double click to open the Modules folder.



- Double click to open Module1.



Procedures for Intro to Excel VBA

RecordMacro.xls – pg 7

```
Sub fontComic()
```

```
' fontComic Macro
```

```
Cells.Select
```

```
With Selection.Font
```

```
.Name = "Comic Sans MS"
```

```
.Strikethrough = False
```

```
.Superscript = False
```

```
.Subscript = False
```

```
.OutlineFont = False
```

```
.Shadow = False
```

```
.Underline = xlUnderlineStyleNone
```

```
.ColorIndex = xlAutomatic
```

```
End With
```

```
End Sub
```

EditMacro – pg 12

```
Sub font2Arial()
```

```
' Font2Arial Macro
```

```
Cells.Select
```

```
Selection.Font.Name = "Arial"
```

```
End Sub
```

```
Sub font2Tahoma()
```

```
' Font2Tahoma Macro [Edited]
```

```
' This macro formats the worksheet in Tahoma font.
```

```
Cells.Select
```

```
' Selection.Font.Name = "Tahoma"
```

```
With Selection.Font
```

```
.Name = "Tahoma"
```

```
.Strikethrough = False
```

```
.Superscript = False
```

```
.Subscript = False
```

```
.OutlineFont = False
```

```
.Shadow = False
```

```
.Underline = xlUnderlineStyleNone
```

```
.ColorIndex = xlAutomatic
```

```
.Size = 11
```

```
End With
```

```
Range("A1").Select
```

```
End Sub
```

SortData.xls – pg 48

```
Sub SortLastCol()
```

```
'
```

```
' SortLastCol Macro
```

```
' sorts last column
```

```
'
```

```
' Keyboard Shortcut: Ctrl+Shift+L
```

```
'
```

```
Range("A1").Select
```

```
ActiveCell.CurrentRegion.Select
```

```
Selection.Sort Key1:=Range("D1"), Order1:=xlDescending,
```

```
Header:=xlGuess, _
```

```
OrderCustom:=1, MatchCase:=False,
```

```
Orientation:=xlTopToBottom, _
```

```
DataOption1:=xlSortNormal
```

```
End Sub
```

InsertColRows.xls – pg 52

```
Sub InsColsRows()
```

```
'
```

```
' InsColsRows Macro
```

```
Rows("1:6").Select
```

```
Selection.Insert Shift:=xlDown
```

```
Columns("A:A").Select
```

```
Selection.Insert Shift:=xlToRight
```

InsertText – pg 58

```
Sub InsTxt()
```

```
'
```

```
' InsTxt Macro
```

```
Range("A1").Select
```

```
ActiveCell.FormulaR1C1 = "Carpenter Investment Advisors"
```

```
Range("A2").Select
```

```
ActiveCell.FormulaR1C1 = "Stock Prices"
```

```
Range("B4").Select
```

```
ActiveCell.FormulaR1C1 = ActiveSheet.Name & " Portfolio" Code  
added
```

```
OR Selection.Value = ActiveSheet.Name & " Portfolio"  
'ActiveCell.FormulaR1C1 = "Conservative"  
Range("B6").Select  
ActiveCell.FormulaR1C1 = "Symbol"  
Range("C6").Select  
ActiveCell.FormulaR1C1 = "Open"  
Range("D6").Select  
ActiveCell.FormulaR1C1 = "Close"  
Range("E6").Select  
ActiveCell.FormulaR1C1 = "Net Chg:"  
Range("B7").Select  
End Sub
```

InsertFormatting.xls – pg 62

```
Sub FmtTxt()  
'  
' FmtTxt Macro  
'  
' Range("A1").Select  
With Selection.Font  
    .Name = "Arial"  
    .FontStyle = "Bold"  
    .Size = 18  
    .Strikethrough = False  
    .Superscript = False  
    .Subscript = False  
    .OutlineFont = False  
    .Shadow = False  
    .Underline = xlUnderlineStyleNone  
    .ColorIndex = xlAutomatic  
End With  
Range("A2").Select  
With Selection.Font  
    .Name = "Arial"  
    .FontStyle = "Bold"  
    .Size = 14  
    .Strikethrough = False
```

```
.Superscript = False  
.Subscript = False  
.OutlineFont = False  
.Shadow = False  
.Underline = xlUnderlineStyleNone  
.ColorIndex = xlAutomatic  
End With  
Range("B4").Select  
With Selection.Font  
    .Name = "Arial"  
    .FontStyle = "Bold"  
    .Size = 14  
    .Strikethrough = False  
    .Superscript = False  
    .Subscript = False  
    .OutlineFont = False  
    .Shadow = False  
    .Underline = xlUnderlineStyleNone  
    .ColorIndex = xlAutomatic  
End With  
Range("B6:E6").Select  
With Selection.Font  
    .Name = "Arial"  
    .FontStyle = "Bold"  
    .Size = 12  
    .Strikethrough = False  
    .Superscript = False  
    .Subscript = False  
    .OutlineFont = False  
    .Shadow = False  
    .Underline = xlUnderlineStyleNone  
    .ColorIndex = xlAutomatic  
End With  
Columns("B:E").Select  
Selection.NumberFormat = "$#,##0.00"  
Selection.Columns.AutoFit  
End Sub  
DuplicatingData.xls – 78  
Sub DuplData()
```

Dim x As Integer

```
For x = 1 To Worksheets.Count - 1
Worksheets(x).Select
Range("A1").Select
ActiveCell.CurrentRegion.Select
Selection.Copy
Sheets("All Portfolios").Select
Range("A1").Select
ActiveCell.Offset(x * 10, 0).Select
ActiveSheet.Paste
Next x
End Sub
```

ReportGenerator.xls – pg 90

```
Sub GenRep()
```

Dim x As Integer

```
For x = 1 To Worksheets.Count - 1
Worksheets(x).Select
Call SortLastCol
Call InsColRow
Call InsertTxt
Call FmtTxt
```

'Each procedure formats each sheet

```
Range("B6").Select
```

'Select the first cell in the list

```
Selection.CurrentRegion.Select
```

```
Selection.Copy
```

'Positioning and pasting data onto All Portfolio worksheet

```
Worksheets("All Portfolios").Select
```

```
Range("B2000").Select
```

```
Selection.End(xlUp).Select
```

```
ActiveCell.Offset(2, 0).Select
```

```
ActiveCell.Value = Worksheets(x).Name & " Portfolio"
```

```
ActiveCell.Offset(2, 0).Select
```

```
ActiveSheet.Paste
```

```
Next x
```

```
Columns("B:H").EntireColumn.AutoFit extra code added
```

```
End Sub
```

FindFormatHeaderCompleted.xls- pg 95

```
Sub FindFormatPortHeaders()
```

```
Dim FoundCellAddress As String
```

```
Range("B4").Select
```

```
FoundCellAddress = ActiveCell.Address
```

```
Cells.Find(What:="portfolio", After:=ActiveCell, LookIn:=xlFormulas,
```

```
– LookAt:=xlPart, SearchOrder:=xlByRows,
SearchDirection:=xlNext, _
MatchCase:=False, SearchFormat:=False).Activate
```

```
Do
```

```
With Selection.Font
```

```
.Name = "Comic Sans MS"
```

```
.Size = 14
```

```
.Bold = True
```

```
.ColorIndex = 5
```

```
End With
```

```
Cells.FindNext(After:=ActiveCell).Activate
```

```
Loop While FoundCellAddress <> ActiveCell.Address
```

```
End Sub
```

UserInteractive.xls – pg 118

```
Sub SortBy()
```

```
,
```

Dim Message, TitlebarTxt, DefaultTxt, SortVal As String

Dim YNAnswer As Integer

```
Message = _
```

```
"Enter a number to sort by the following fields:" & _
```

```
vbCrLf & _
```

```
"1 by date and time" & vbCrLf & _
```

```
"2 by customer service rep, date, and time"
```

```
TitlebarTxt = "Sort Call Center Log"
```

```
DefaultTxt = "Enter 1 or 2"
```

```
SortVal = InputBox(Message, TitlebarTxt, DefaultTxt)
```

```
Select Case SortVal
```

```
Case "1"
```

```
Call DateThenTime
```

```
Case "2"
```

```
Call RepSort
```

```
Case Else
```

```

YNAnswer = MsgBox("You didn't type a 1 or a 2. Try again?",
vbYesNo)
If YNAnswer = 6 Then
Call SortBy
End If
End Select
End Sub

```

InsertSheets.xls – pg 127

```

Sub AddSheets()
'Dim x As Integer
For x = 1 To 12
Worksheets.Add After:=Worksheets(x)
Next x

```

End Sub

DeleteSheets.xls – pg 130

```

Sub DeleteSheet()
Dim x As Integer

```

For x = 1 To 12

```

    Worksheets.Add After:=Worksheets(x)
Next x
Worksheets(1).Delete
End Sub

```

CopySheets.xls – pg 131

```

Sub CopySheets()

```

```

Dim x As Integer

```

```

For x = 1 To 12
Worksheets(1).Copy After:=Worksheets(x)

```

Next x

```

Worksheets(1).Delete

```

End Sub

RenameSheets.xls – pg 137

```

Sub RenameSheets()

```

```

'Dim x As Integer

```

For x = 1 To 12

```

    Worksheets(1).Copy After:=Worksheets(x)
    Worksheets(x + 1).Name = Format(DateSerial(1, x, 1), "mmmm")
Next x
Worksheets(1).Delete
End Sub

```

MoveSheets.xls – pg 141

```

Sub SEMove()

```

```

" SEMove Macro

```

```

' Moves Southeast worksheets to beginning of worksheet list.

```

```

Worksheets("SE Sales").Move Before:=Worksheets(1)
Worksheets("SE Marketing").Move Before:=Worksheets(1)
Worksheets("SE Clients").Move Before:=Worksheets(1)
Worksheets("SE Team").Move Before:=Worksheets(1)

```

End Sub

PrintAll.xls – pg 146

```

Sub PrintAllSheets()

```

```

Worksheets.PrintPreview

```

End Sub

PrintAdjacent.xls – pg 148

```

Sub PrintDivision()

```

```

Dim x As Integer

```

For x = 1 To 4

```

Worksheets.PrintPreview

```

Next x

End Sub

PrintNonAdacent.xls – pg 151

```

Sub PrintSales()

```

```

Worksheets("NE Sales").PrintPreview

```

```

Worksheets("SE Sales").PrintPreview

```

End Sub

PriceLevel.xls – page 157

```
Public Function PriceLevel(amount, byr, eyr)
If byr < 1913 Or byr > 2003 Or eyr < 1913 Or eyr > 2003 Then
PriceLevel = 0
Else
PriceLevel = amount * CPI_idx(eyr) / CPI_idx(byr)
End If
End Function
```

Function Commission(Sales)

```
If Sales >= 50000 Then
    pct = 0.15
Elseif Sales >= 40000 Then
    pct = 0.12
Elseif Sales >= 25000 Then
    pct = 0.1
Elseif Sales >= 10000 Then
    pct = 0.08
Else
    pct = 0.05
End If
```

Commission = Sales * pct

End Function

AddSum.xls – pg 169

```
Sub AddTotals()
```

```
Dim x As Integer
```

```
' Declare the Range objects here:
```

```
Dim myData As Range
```

```
Dim myTotal As Range
```

```
For x = 1 To Worksheets.Count
```

```
    Worksheets(x).Select
```

```
    'Set the data range object:
```

```
    Range("A7").Select
```

```
    Set myData = ActiveCell.CurrentRegion
```

```
    'Position the totals range object below the data range:
```

```
    Set myTotal = myData.Offset(myData.Rows.Count).Rows(2)
```

```
    'Insert the SUM function in the totals range object:
```

```
    myTotal.Formula = "=Sum(" & myData.Columns(1).Address(False, False) & _  
    ")"
```

```
    'Relative cell reference
```

```
    'Modify the first three cells of the totals range object:
```

```
    myTotal.Range("A1").Value = "Total:"
```

```
    ' Clears the data in B and C
```

```
    myTotal.Range("B1:C1").Value = ""
```

```
Next x
```

```
End Sub
```