

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

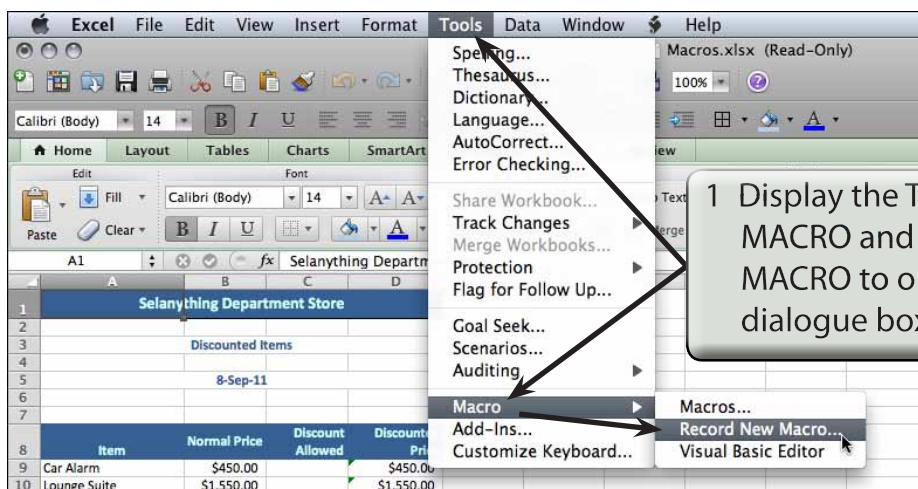
- 1 Load Microsoft Excel 2011 and cancel the EXCEL WORKBOOK GALLERY, or close the current workbooks.
- 2 Display the FILE menu, select OPEN, access the CHAPTER 16 folder of the EXCEL 2011 SUPPORT FILES, load the file:

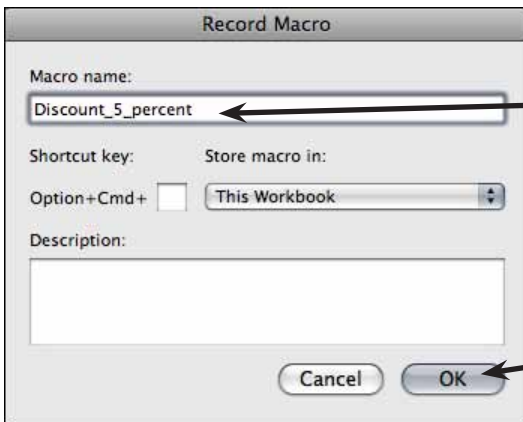
Macros

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.



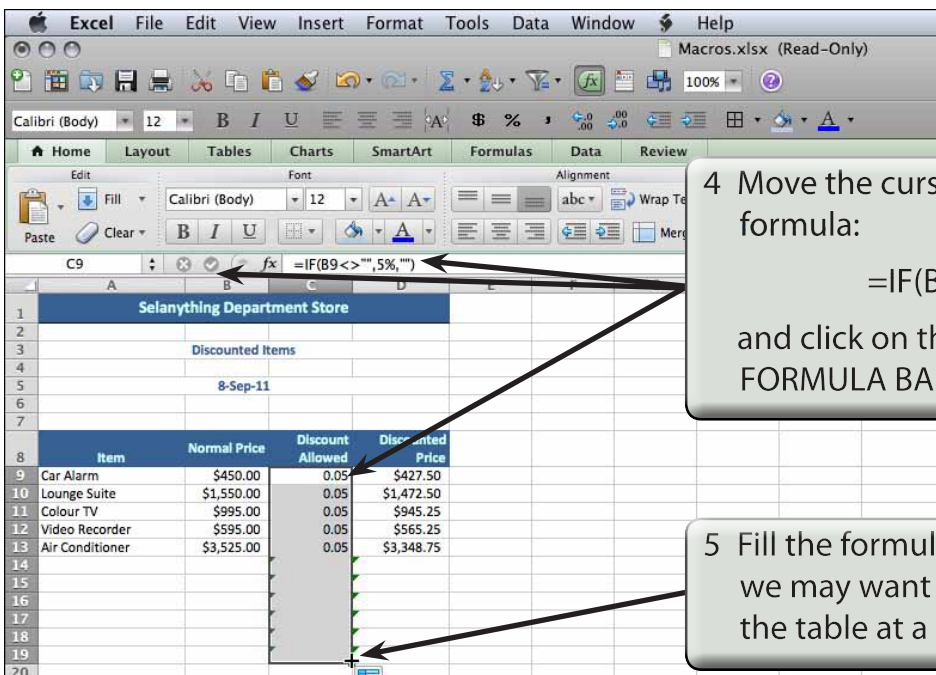


2 In the MACRO NAME box enter:
Discount_5_percent

3 Click on OK and the recording will commence.

NOTE:

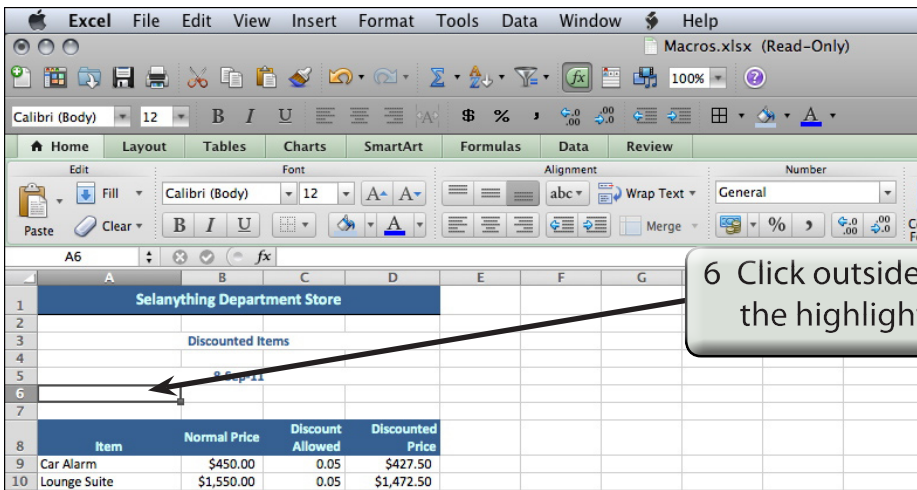
- i **MACRO names cannot have spaces or contain mathematical symbols such as %, *, etc.**
- ii **A message is displayed in the STATUS BAR at the base of the screen to tell you that macro recording is taking place.**



4 Move the cursor to cell C9, enter the formula:
=IF(B9<>"",5%,"")
and click on the ENTER button in the FORMULA BAR.

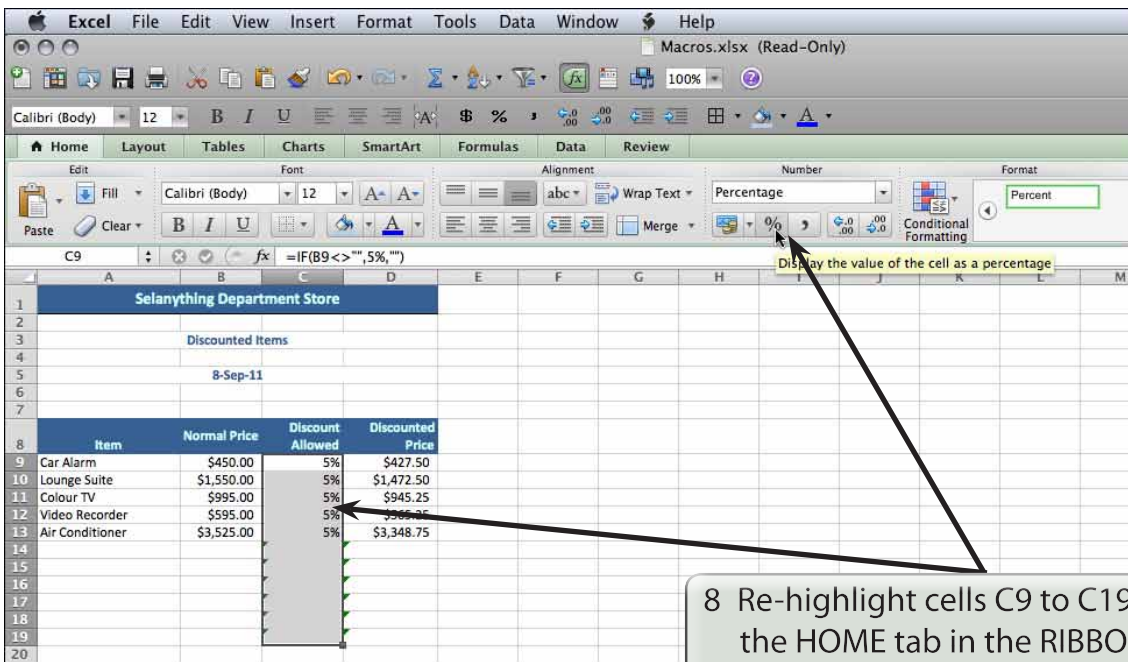
5 Fill the formula down to cell C19 as we may want to add more items to the table at a later date.

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.



6 Click outside COLUMN C to remove the highlight.

7 Display the TOOLS menu, highlight MACRO and select STOP RECORDING to complete the macro.



8 Re-highlight cells C9 to C19 and, in the HOME tab in the RIBBON, format the cells to PERCENT with no decimal places.

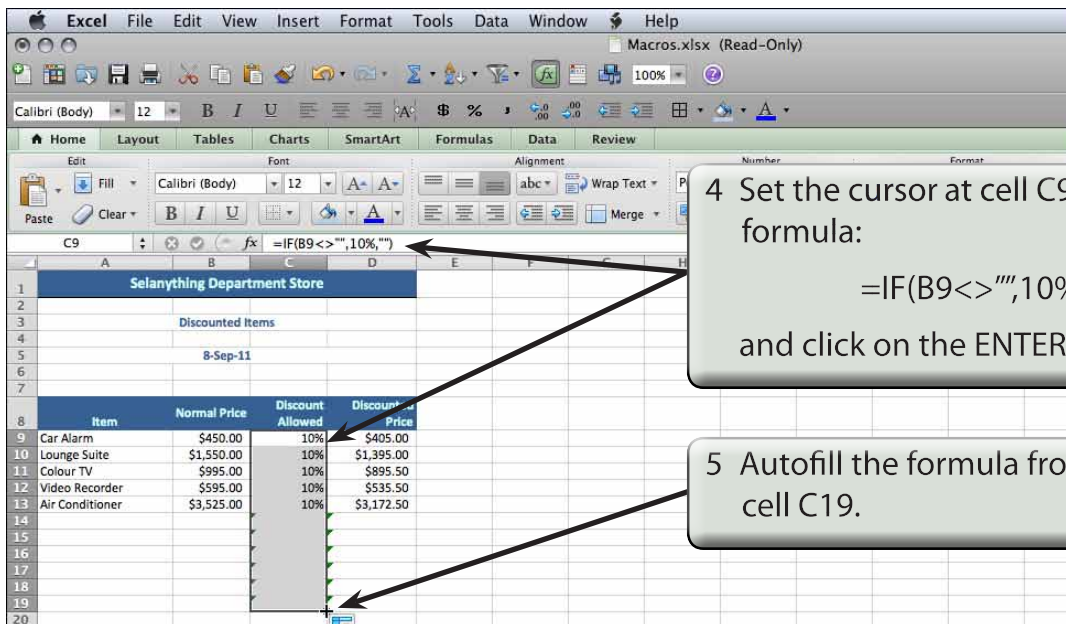
C Setting a 10% Discount Macro

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

- 1 Position the cursor at any cell other than cell C9.
- 2 Display the TOOLS menu, highlight MACRO and select RECORD NEW MACRO.



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 C19.

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