

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

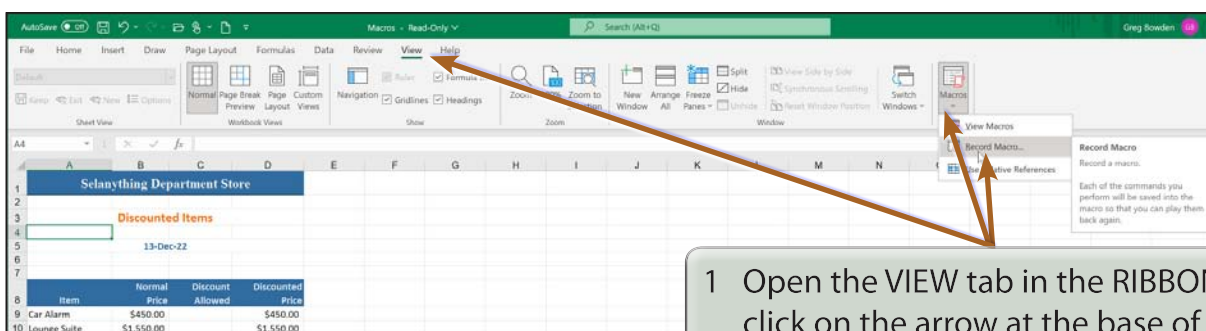
To see how MACROS and BUTTONS work a simple discount system for a retail store will be set up. It offers discounts of 5%, 10% or no discount at all depending on the time of year.

A Opening a Sample File

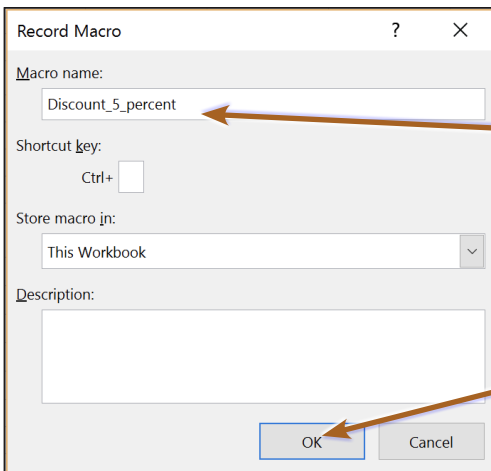
- 1 Load Microsoft Excel or close the current file and click on the OPEN icon in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.
- 2 Access the CHAPTER 16 folder of the EXCEL 2022 SUPPORT FILES, open the file:
Macros
and select YES to the READ-ONLY dialog box.

B Setting a 5% Discount Macro

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



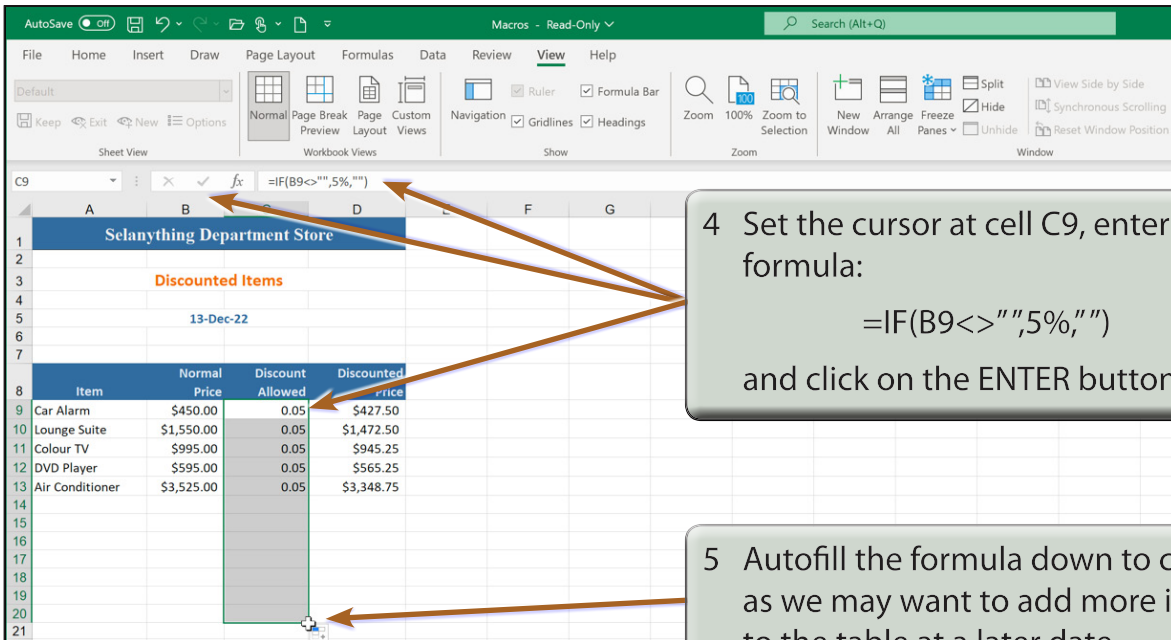
- 1 Open the VIEW tab in the RIBBON, click on the arrow at the base of the MACROS icon and select RECORD MACRO.



2 In the MACRO NAME box of the RECORD MACRO dialogue box enter:
Discount_5_percent

3 Click on OK and the recording will commence.

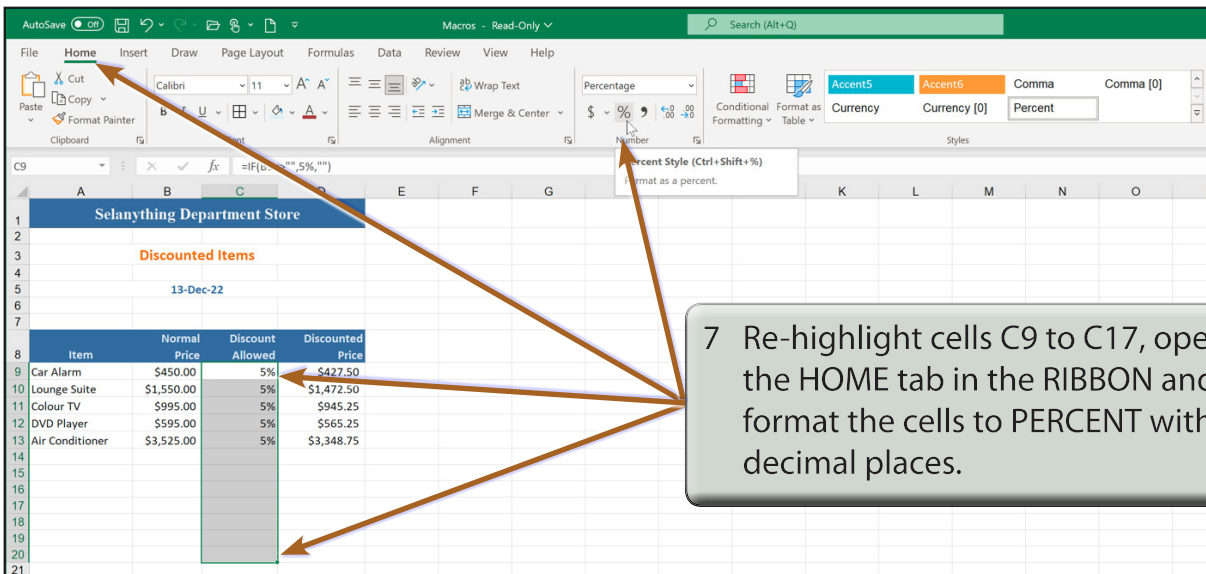
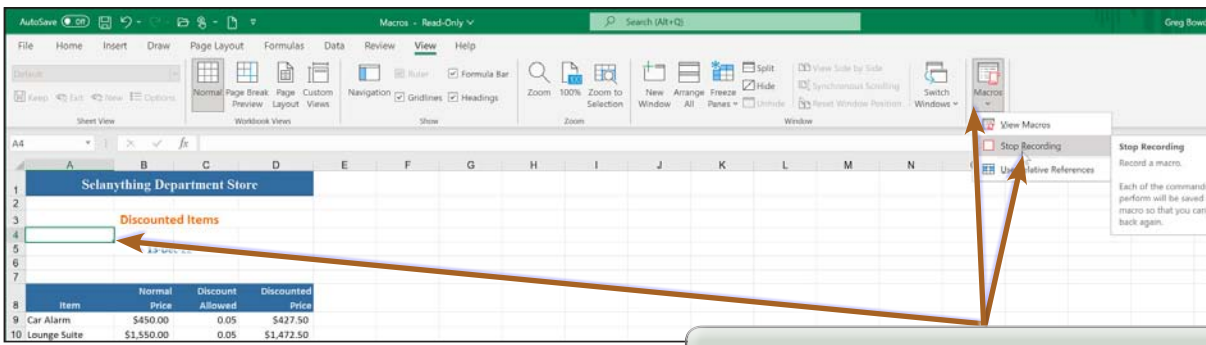
NOTE: MACRO names cannot have spaces or contain mathematical symbols such as %, *, etc.



4 Set the cursor at cell C9, enter the formula:
`=IF(B9<>""",5%,"")`
and click on the ENTER button.

5 Autofill the formula down to cell C20 as we may want to add more items to the table at a later date.

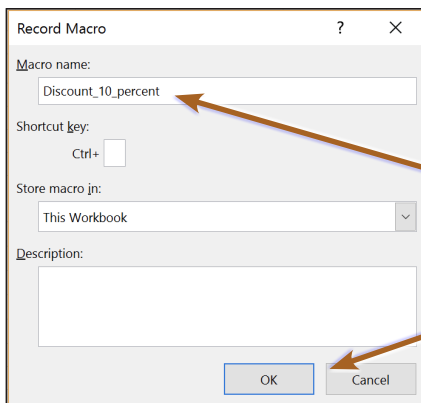
NOTE: The formula looks to see if there is an entry in the cell to the left of the DISCOUNT ALLOWED column. If there is, 5% is entered, otherwise a blank space is inserted.



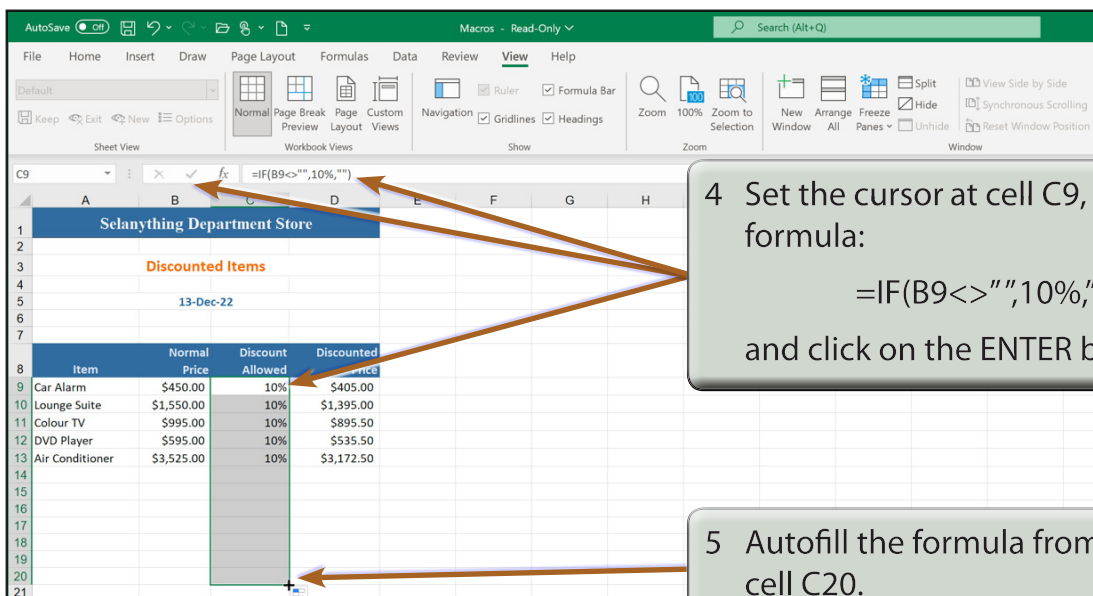
C Setting a 10% Discount Macro

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



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 C20.

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