



Excel 2016:

Macros

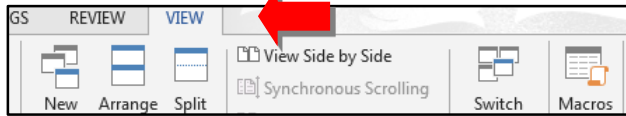
Table of Contents

Macros.....	1
Create a macro	1
Run a macro.....	2
Add macro button to the ribbon.....	2

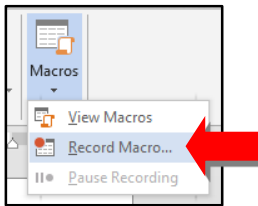
Macros

Create a macro

1. Select the **View** tab.



2. Select **Macros** then **Record Macro**.



3. Enter a name for the macro.

Macro name:

 Shortcut key:

4. Enter a shortcut key in the box. **Note:** Shortcuts must be a letter.

Shortcut key:
 Ctrl+
 Store macro in:

5. Decide where to store macro by selecting an option in the **Store macro** drop-down box.

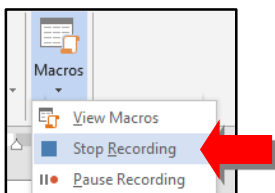
Store macro in:

 Description:

6. Click the commands or press the keys for each step in the task.

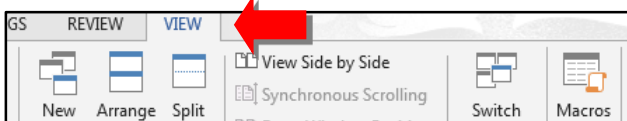
Note: Use the keyboard (**Ctrl+Shift+F8** then use the arrow keys) to select text while recording. Macros don't record selections made with a mouse.

7. To stop recording, select **Macros** then **Stop Recording**.

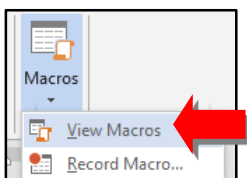


Run a macro

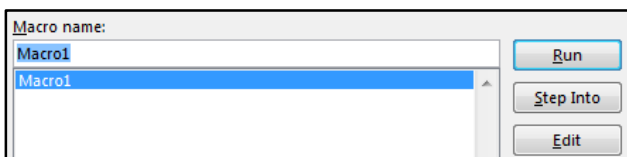
1. Select the **View** tab.



2. Select **Macros** then **View Macros**.



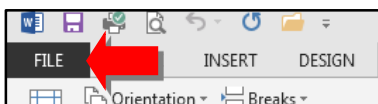
3. In the list under **Macro name**, select the macro you want to run.



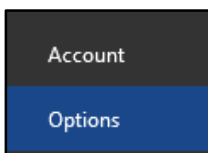
4. Select **Run**.

Add macro button to the ribbon

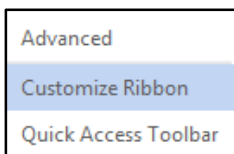
1. Select the **File** tab.



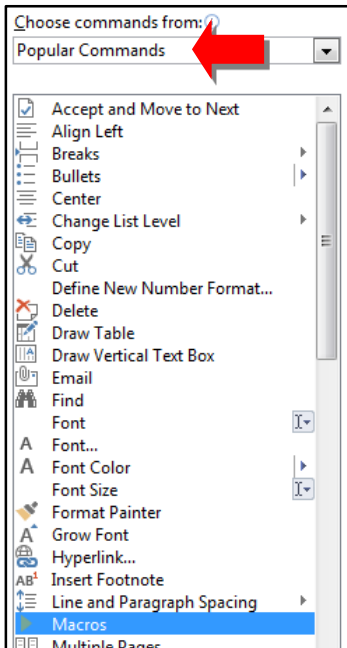
2. Select **Options**.



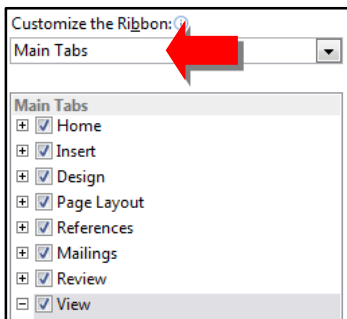
3. Select **Customize Ribbon**.



- Under **Choose commands from**, select **Macros**.



- Select the macro name.
- Under **Customize the ribbon**, select the tab and custom group where you want to add the macro.



- Select **Add**.
- Select **Rename** to choose an image for the macro and enter a name.
- Select **OK** twice.