Recording a macro

Having enabled VBA, you can create a simple app by recording a “macro” to store actions:

1. Open a blank workbook in Excel, then select worksheet cell A1

2. On the Developer tab, click the Record Macro button in the Code group to launch the “Record Macro” dialog box

3. Type a name of your choice in the dialog’s Macro name field – for example, type “BookTitle”

4. Next, type a letter in the dialog’s Shortcut key field – for example, type “T”, to create a Ctrl + Shift + T shortcut

5. Now, choose to store the macro in This Workbook

6. Click the OK button to close the Record Macro dialog, and to begin recording actions

7. Type the title of this book into previously selected cell A1, then hit Enter – to enter the title text into the cell
...cont’d

8. Notice that focus has moved, so cell A2 is now automatically selected after you hit the **Enter** key.

9. Now, click the **Stop Recording** button in the Code group on the Developer tab — to stop recording your actions.

10. Click the **Macros** button in the Code group to launch the “Macro” dialog box and choose to see macros in **This Workbook**.

11. Select the “BookTitle” macro, then click the **Run** button to execute the macro and see the book title text appear in the automatically selected cell **A2**.

The **Record Macro** button changes to **Stop Recording** when recording is taking place.

**Don’t forget**

You can also use the shortcut keys **Alt + F8** to open the Macro dialog box at any time.

**Hot tip**