Saving macros

Since Excel 2007, workbook files have had the standard file extension of ".xlsx", but these cannot contain Visual Basic macros. In order to save an Excel workbook and its macros, it must instead be saved as an Excel Macro-Enabled Workbook that is given a file extension of ".xlsm". If you save a workbook containing a macro as a standard ".xlsx" file, all macro code will be lost – but Excel will warn you before this happens:

1 In Excel, select **File**, **Save As**, then type "BookTitle" as the workbook name and click the **Save** button

2 If the workbook contains a macro, a warning dialog will appear asking if you wish to proceed – unless you want to save the workbook without its macro, click the **No** button

3 Change the file type to Excel Macro-Enabled Workbook, then click the **Save** button to save the complete workbook
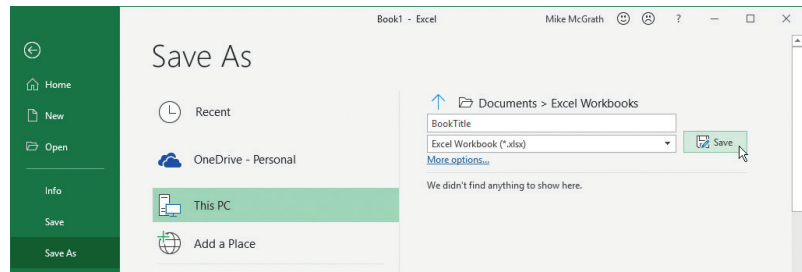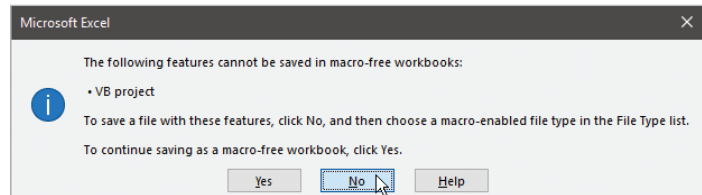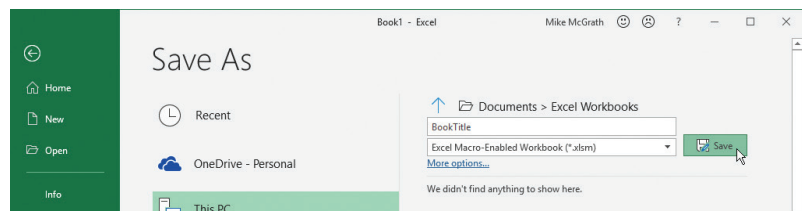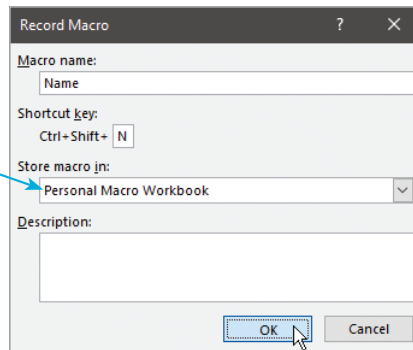

Don't forget

Choose a folder location where you want to save workbooks. Here, it's a folder named "Excel Workbooks" within the system's **Documents** folder.

Hot tip

Click the ▾ button to reveal a drop-down list of file types from which to choose.
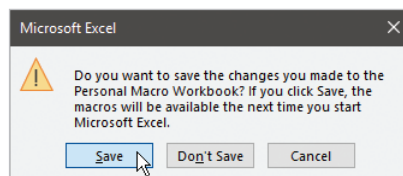
Although most macros are intended for use in a specific workbook, general-purpose macros that may be useful in many workbooks can be saved in the special Personal Macro Workbook. This is a file named "personal.xlsb" that automatically opens in the background when Excel starts up – so the macros it contains are available to any other workbook. To save a macro in the Personal Macro Workbook, simply choose that option in the Record Macro dialog before you begin recording a macro:

1 Click the **Record Macro** button and call the macro "Name", then choose the **Personal Macro Workbook** option
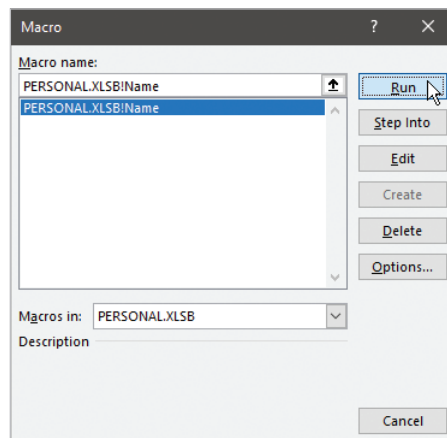
2 Type your name into the selected cell, then select **Stop Recording** and close Excel

3 A dialog will appear asking if you wish to save changes made to the Personal Macro Workbook – click the **Save** button to retain the macro

4 Next, start Excel and begin a new **Blank workbook**, then click the **Macros** button in the Code group

5 Now, choose the saved "Name" macro and click **Run** to write your name into a cell

> **Hot tip**
>
> The Personal Macro Workbook runs in a hidden window that you can reveal by selecting the **View** tab, then choosing **Unhide** in the Window group.