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READY NET GO ... NEWS

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Tip of the Month

Microsoft Office Commands

Ctrl C – Copy

Ctrl V – Paste

Ctrl X - Cut

Ctrl U – Underline

Ctrl I – Italic

Ctrl B – Bold

Ctrl A – Select All

Ctrl S – Save

Ctrl P – Print

Ctrl O – Open

Ctrl N – New

Ctrl F – Find

Ctrl H – Replace

Ctrl G – Go to

Ctrl Y – Repeat Macros

NOTE: When you create a shortcut for a macro, you can use any of the letters above. However, the current command will be overwritten with whatever you create. If you want to be able to use the above functions, choose a letter that is not currently programmed.

Save Time with Excel Macros

MS Excel is a handy program especially if you work with a lot of numbers and names. From financial spreadsheets to client/member contact information, Excel is an easy program to plug data into and get fast answers. If you use Excel frequently and usually conduct the same activities, using macros will speed up your processing time and will make it easy to train others in case you are away. So let's take a look at how macros can help you in your spreadsheet tasks.

A **macro** is a series of commands that are recorded and saved. They can be used whenever you need to conduct repetitive tasks such as assigning a particular color, font and size to a cell. Instead of choosing each of these settings individually, you can create a command such as "ctrl H" or create a toolbar button and cells will be formatted instantly.

Even though macros are created in Visual Basic (VB), you don't need to know VB to be able to create and edit macros. Microsoft has made the process user friendly so that anyone can create and use this time saving feature.

Examples of Macros - Change cell(s) to the following formatting with one click:

- Text in a column: Tahoma, size 14, color – Blue
- Total sum of a column: Red with \$ but no decimal point
- Wordwrap a cell or column (e.g., address or description field) and bold the text
- Insert an image such as a company logo or graphic



Mark's Corner

I would like to take a moment to welcome Jennifer back to the RNG office and thank her for publishing these monthly newsletters over the past four years. As before, she will be answering your support calls and managing the back office Monday through Thursday. Please say hello and/or introduce yourself the next time you call the office.

- Mark

How to Create (Record) a Macro

1. Open Excel
2. On the **Tools** menu, scroll down to **Macro** and over to **Record New Macro**
3. In the Macro Name box, enter a name (such as SalesTotal). **Note: Do Not use spaces.** You will get an error message if you enter a space.
4. Next, you can choose a shortcut key to activate the macro. Next to *ctrl*, type a letter from the keyboard (don't use a letter that is currently used by Excel – see the Tip of the Month for the established commands).
5. If you want to be able to use the macro whenever you open Excel, choose **Personal Excel Workbook** next to Store Macro In. If you want the macro just for a particular workbook, choose This Workbook.
6. Click **OK**
7. You will return to the workbook and a small dialog box will appear with a blue square. If you roll over it with your mouse, it will state "Stop Recording". At this point, create the macro by choosing your formatting commands. Ex: select *Garamond* for the font, size 18, choose text color – *red*, and font type – *italic*. After selecting these choices, click the **Stop Recording** button.
8. To test the macro, place your cursor in any cell in the workbook. Run the macro by typing in the command **Ctrl H** (the shortcut you selected in the initial dialog box). The cell will now include all of your formatting options. You can get as elaborate as you want with macros – use any formatting option available. Quick and easy!
9. **HINT:** You may want to keep a list of your commands on a separate sheet for reference especially if you want to use the macro across workbooks.

NOTE: If you need to delete a macro, click Tools, scroll down to Macro, then over to Macros. Highlight the macro name and click Delete.

While macros are highly useful in many instances, they can also be the source of malicious code. By default, Win XP and 2000 are set for high security in regards to macros. If you have difficulty running macros, you might have to adjust the security level of the program.

1. Choose Tools – Options
2. Click the Security Tab
3. Click the Macro Security button (lower right side)
4. On the Security Level tab, click the button next to Medium. Click OK. For safety, do not set the macro security to low.

Create Excel Templates

If you create Excel documents and enter similar data on a regular basis, you may want to create a template instead of a macro. For instance, if you create spreadsheets of daily visitors, you may want to pre-format a document and save it as a template. This way, you can enter the data and not have to manually change the formatting such as adjusting column widths, font type or size, color or style. Every time you open the template, simply input the data and save it as a new document. The next day you'll be ready to input new visitors or data without having to go through the same formatting steps or typing over current data.

Have you Backed-Up Your Computers Today!