

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 play back 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

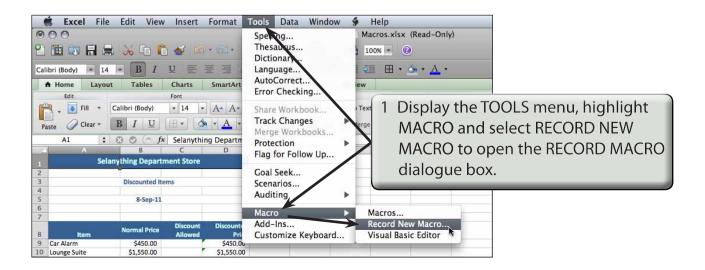
- 1 Load Microsoft Excel 2011 and cancel the EXCEL WORKBOOK GALLERY, or close the current workbooks.
- 2 Display the FILE menu, select OPEN, access the CHAPTER 16 folder of the EXCEL 2011 SUPPORT FILES, load the file:

Macros

and select YES to the READ-ONLY dialogue box.

B Setting a 5% Discount Macro

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

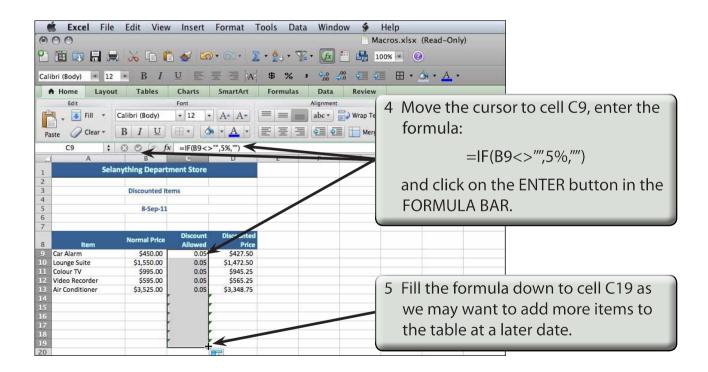


Chapter

Record Macro	
Macro name:	2 In the MACRO NAME box enter:
Discount_5_percent	Discount_5_percent
Shortcut key: Store macro in:	
Option+Cmd+ This Workbook \$	
Description:	
	3 Click on OK and the recording will
Cancel OK	commence.

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

ii A message is displayed in the STATUS BAR at the base of the screen to tell you that macro recording is taking place.



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.

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8	Item	N	Iormal Price	Allowed	Price							
9	Car Alarm		\$450.00	0.05	\$427.50							
10	Lounge Suite		\$1,550.00	0.05	\$1,472.50							

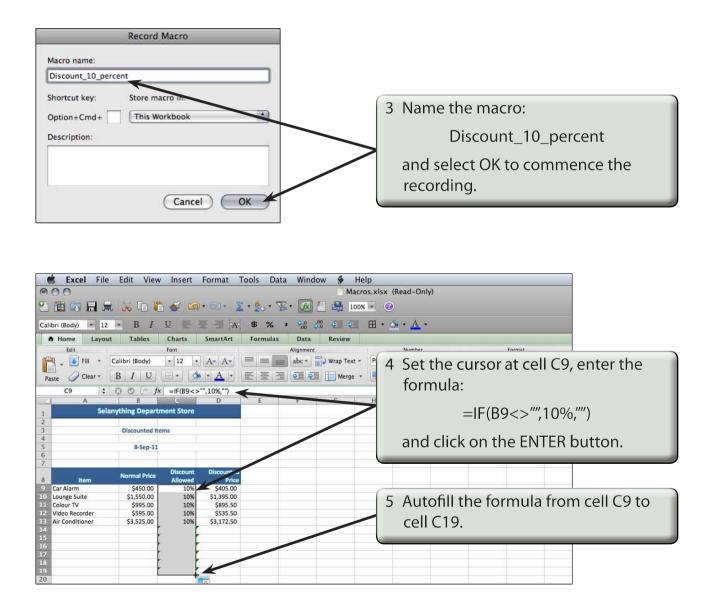
7 Display the TOOLS menu, highlight MACRO and select STOP RECORDING to complete the macro.

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Selanything Department Store												
2												
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7 Discount Discounted												
8 Item Normal Price Allowed Price												
9 Car Alarm \$450.00 5% \$427.50												
10 Lounge Suite \$1,550.00 5% \$1,472.50												
11 Colour TV \$995.00 5% \$945.25												
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C Setting a 10% Discount Macro

A second macro to set a discount of 10% will be created in the same way as the 5% macro.

- 1 Position the cursor at any cell other than cell C9.
- 2 Display the TOOLS menu, highlight MACRO and select RECORD NEW MACRO.



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