For who

* Only for me, but for all my files – PERSONAL.XLSB
* Also for others – in the file

Data type

* General macro – first select range, then start recording
* Structured data – start recording, then select data

Excercise:

1. Record macro
2. Page layout – Page setup
	1. Orientation
	2. Headers & footers
3. Stop recording
4. Add the button

Shortcuts

Selections – ctrl shift arrows

Array – ctrl \*

Move – ctrl arrows

Insert – Ctrl enter

Go to special (Ctrl G)

Saving macro file:

* xlsm – macro enabled workbook
* then add buttons



VBA

Project Explorer (View)

* all recorded macros are in Modules

Ex.:

1. Start recording
2. A:B
3. Home/Find&select/Go to special -> blanks
4. = cell „above“ **CTLR ENTER**
5. A:B
6. Copy -> paste as values
7. D1 = Revenue with VAT
8. D2 = C2\*1.2
9. Fill formula
10. Stop recording
11. Edit code in VBA

Step into macro

F8

Objects in VBA



Object. Hand … property

Object.GFO … method (command)

Properties

Object.property = value

Range(„C2“).Value=ActiveSheet.Name

ActiveSheet.Name= Range(„C2“).Value

Selection.color = yellow

Selection.width = 8.43

Selection.Alignment = center

 X

With Selection

.color = yellow

.width = 8.43

.Alignment = center

End with

Methods

Object.method

Object.method par:=value

Object.method par1:=value, par2:=value, par3:=value, par4:=value