



# SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NAAC-UGC with 'A++' Grade (Cycle III) &

Accredited by NBA (B.E - CSE, EEE, ECE, Mech & B.Tech.IT)

COIMBATORE-641 035, TAMIL NADU



## 19MEE308 - EXCEL FOR BUSINESS – ESSENTIALS

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### UNIT 4: DATA HANDLING & ANALYSIS

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#### 2. MAKING MACROS

- **Recording Macros**

- **Definition:** Macros automate repetitive tasks by recording a sequence of actions.
- **Example:** Recording a macro to format a report with specific fonts and colors.
- **Method:** Go to **View > Macros > Record Macro**, name the macro, and perform the actions you want to record.
- **Shortcut:** **Alt + N + C** to start a chart or **Alt + T + M + R** to record a macro.

- **Running Macros**

- **Definition:** Executes the recorded macro.
- **Method:** Go to **View > Macros > View Macros**, select the macro, and click Run.
- **Shortcut:** **Alt + F8** to open the Macro dialog.

- **Deleting Macros**

- **Definition:** Removes unwanted macros from the workbook.
  - **Method:** Go to **View > Macros > View Macros**, select the macro, and click Delete.
  - **Shortcut:** **Alt + F8**, select the macro, and click Delete.
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