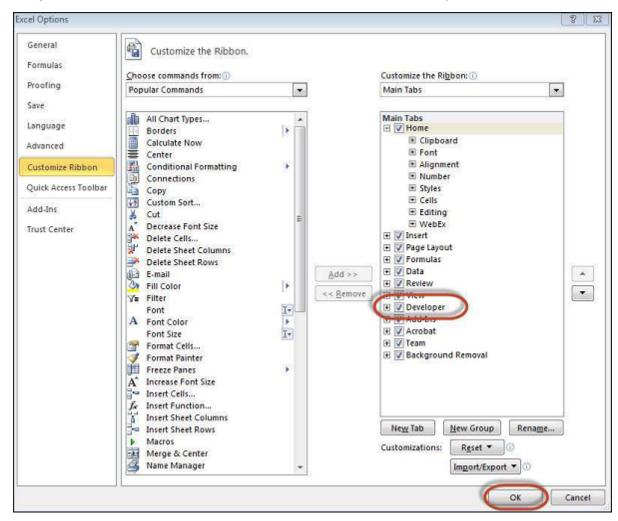


In this chapter, you will learn how to write a simple macro in a step by step manner.

**Step 1** – First, enable 'Developer' menu in Excel 20XX. To do the same, click File  $\rightarrow$  Options.

Step 2 - Click 'Customize the Ribbon' tab and check 'Developer'. Click 'OK'.



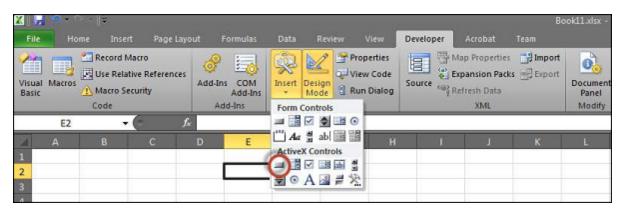
Step 3 - The 'Developer' ribbon appears in the menu bar.

- Depart Marro O - O Propertier - Bullan	
	Properties Import ansion Packs Perport esh Data XML Modify

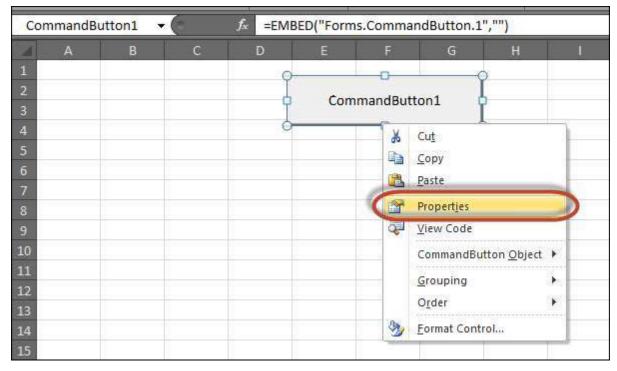
Step 4 - Click the 'Visual Basic' button to open the VBA Editor.

췸 Microsoft Visual Basic for Applications - Book	2.xlsx				
<u>Élie E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u> rmat <u>D</u> ebug	<u>R</u> un <u>T</u> ools	<u>A</u> dd-Ins	<u>W</u> indow	<u>H</u> elp	
▲   う に   氏 出 : 白 (二) - 🔤 関	ш 💷 🔟 🗟	Si 🖆 😽	* 13		Ţ
Project - VBAProject	×				
Balance (Book2.xlsx)					
⊟ ────────────────────────────────────					
Bheet2 (Sheet2)					

**Step 5** – Start scripting by adding a button. Click Insert  $\rightarrow$  Select the button.



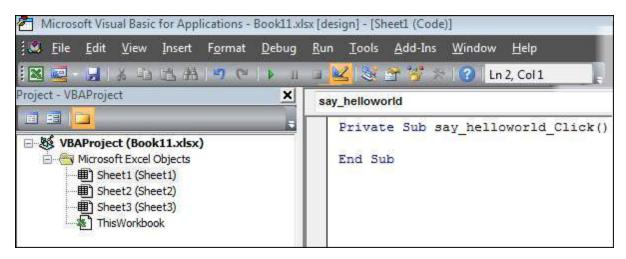
Step 6 - Perform a right-click and choose 'properties'.



**Step 7** – Edit the name and caption as shown in the following screenshot.

ay_helloworld (	CommandButton		
Alphabetic Categorized			
(Name)	say_helloworld		
Accelerator			
AutoLoad	False		
AutoSize	False		
BackColor	8H8000000F&		
BackStyle	1 - fmBackStyleOpaque		
Caption	Say Hello World		
Enabled	Tibe		
Font	Calibri		
ForeColor	&H80000012&		
Height	36.75		
Left	189		
Locked	True		
MouseIcon	(None)		
MousePointer	0 - fmMousePointerDefault		
Picture	(None)		
PicturePosition	7 - fmPicturePositionAboveCenter		
Placement	2		
PrintObject	True		
Shadow	False		
TakeFocusOnClick	True		
Тор	12.75		
Visible	True		
Width	146.25		
WordWrap	False		

**Step 8** – Now double-click the button and the sub-procedure outline will be displayed as shown in the following screenshot.



Step 9 – Start coding by simply adding a message.

```
Private Sub say_helloworld_Click()
MsgBox "Hi"
End Sub
```

**Step 10** – Click the button to execute the sub-procedure. The output of the sub-procedure is shown in the following screenshot. Make sure that you do have design mode turned on. Simply click it to turn it on if it is not on.



**Note** – In further chapters, we will demonstrate using a simple button, as explained from step#1 to 10. Hence, it is important to understand this chapter thoroughly.