

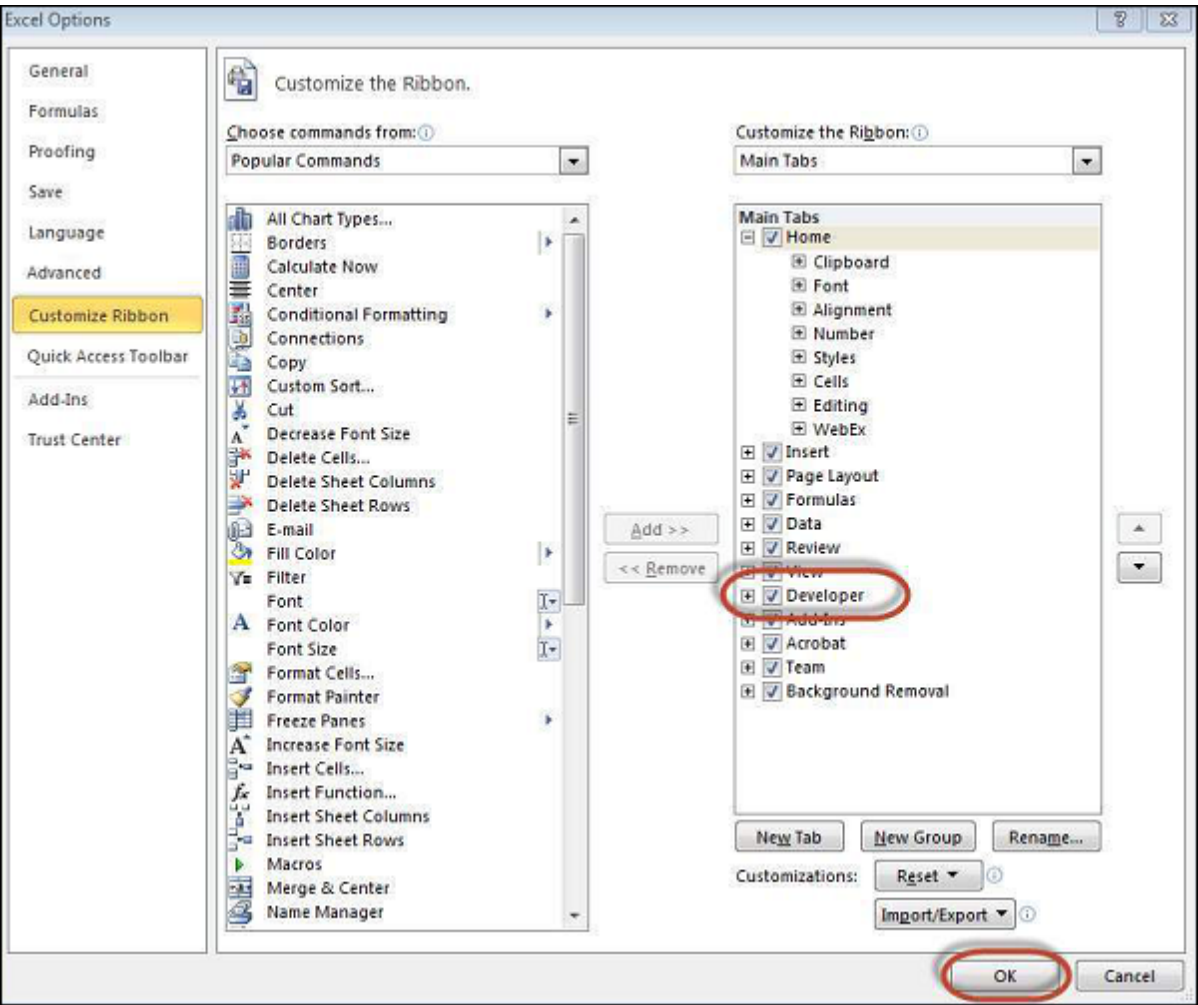
VBA – Excel

(Macro)

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 → Options.

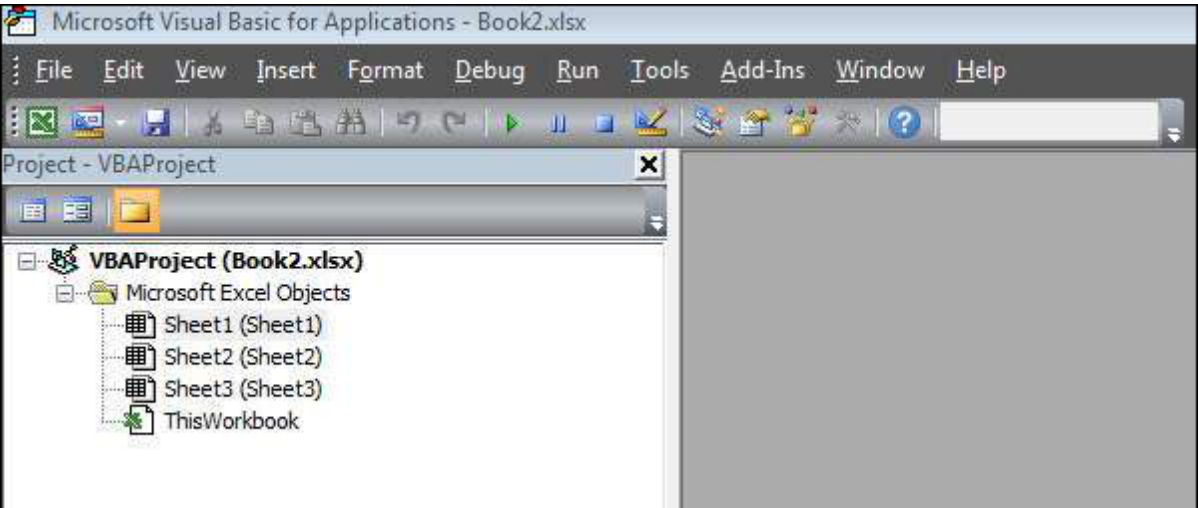
Step 2 – Click 'Customize the Ribbon' tab and check 'Developer'. Click 'OK'.



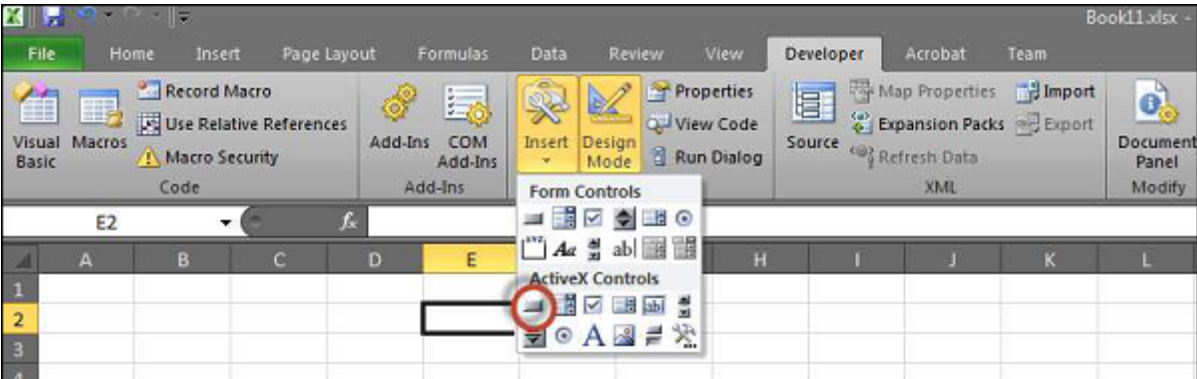
Step 3 – The 'Developer' ribbon appears in the menu bar.



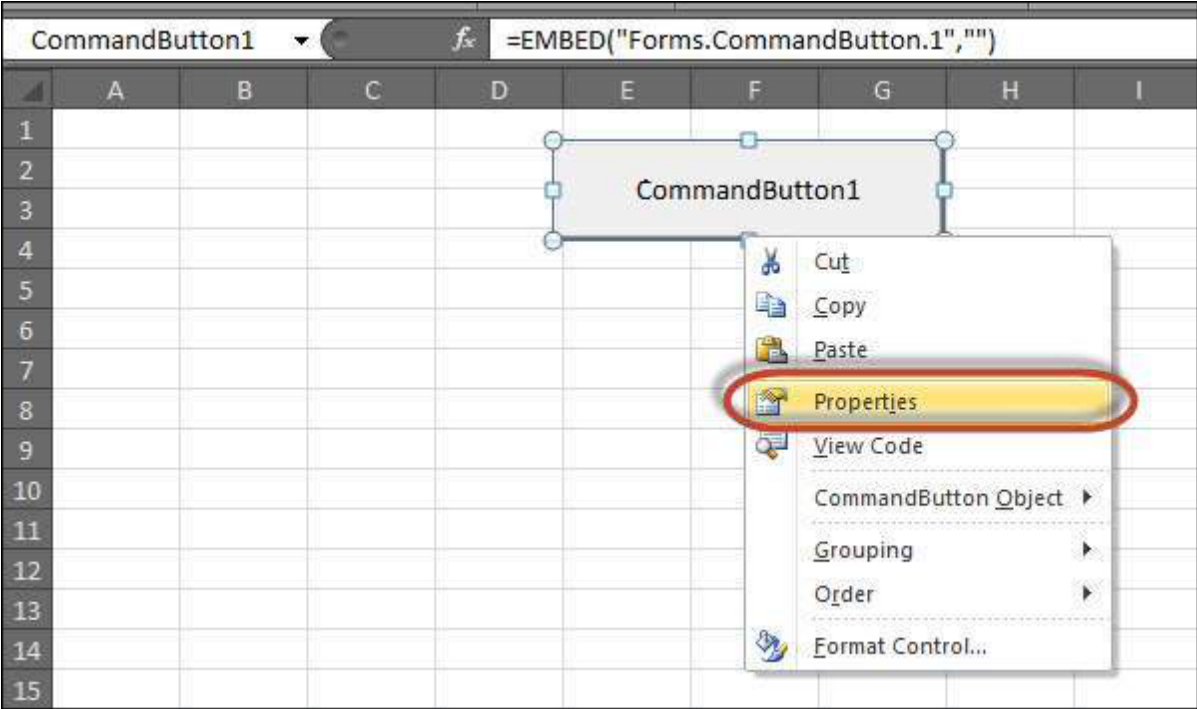
Step 4 – Click the 'Visual Basic' button to open the VBA Editor.



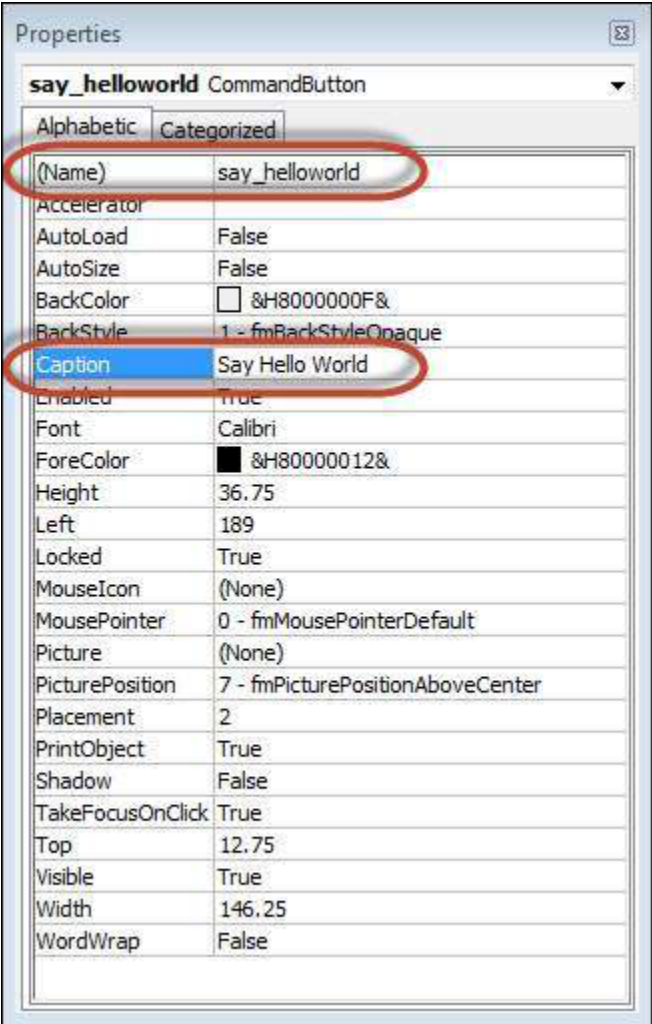
Step 5 – Start scripting by adding a button. Click Insert → Select the button.



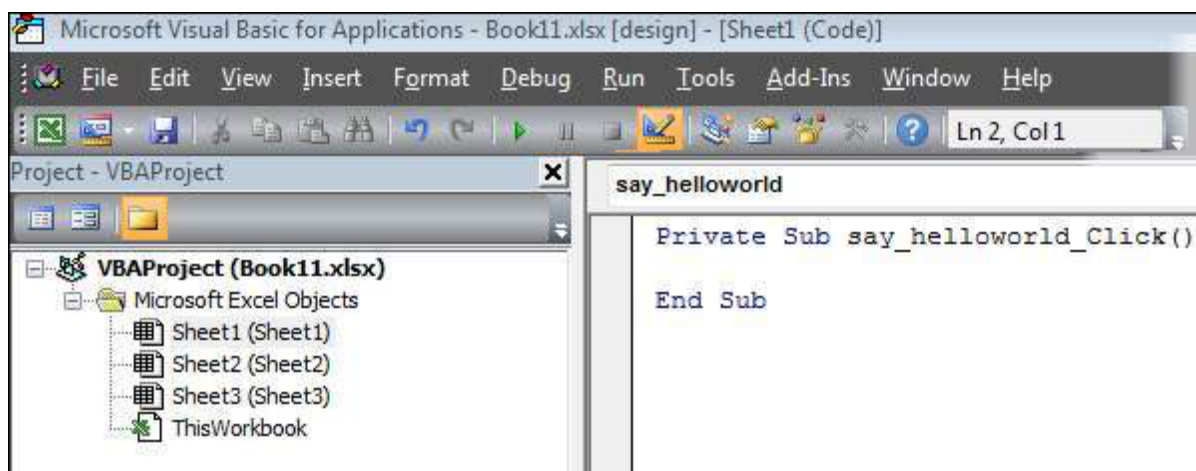
Step 6 – Perform a right-click and choose 'properties'.



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



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.