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The great power of VBA programming in Office is that nearly every operation that you can perform with a mouse, keyboard, or a dialog box can also be done by using VBA. Further, if it can be done once with VBA, it can be done just as easily a hundred times.

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These co-authors contributed their favorite VBA macros that would be useful to a wide range of Office users. A Who's-Who of VBA. Word: The book contains 45 Word macros by Cindy Meister, a Microsoft MVP for Word. She hails from Switzerland and has been an MVP since 1996. PowerPoint: 11 Macros for PowerPoint by Bill Dilworth. Bill is a Microsoft MVP in PowerPoint from Pennsylvania.

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A macro is an action or a set of actions that you can run as many times as you want. When you create a macro, you are recording your mouse clicks and keystrokes. After you create a macro, you can edit it to make minor changes to the way it works. Suppose that every month, you create a report for your accounting manager. You want to format the names of the customers with overdue accounts in red, and also apply bold formatting.

~~Quick start: Create a macro — Office Support~~

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Another method to enable macros in a file is via the Microsoft Office Backstage view, the view that appears after you click the File tab, when the yellow Message Bar appears. Click the File tab. In the Security Warning area, click Enable Content. Under Enable All Content, click Always enable this document's active content.

~~Enable or disable macros in Office files - Office Support~~

For example, macros can use the VBA SHELL command to run arbitrary commands and programs or use the VBA KILL command to delete files on your hard drive. After a malicious macro is loaded into an Office application like Word via an infected document, it can use features like “ AutoExec ” to automatically start with Word or

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“AutoOpen” to automatically run whenever you open a document.

~~Macros Explained: Why Microsoft Office Files Can Be Dangerous~~

As we stated above, a macro is VBA code, but one of the nice things about Excel is you can create/record them with zero coding required – as we will do here. To create a macro, go to View > Macros > Record Macro. Assign the macro a name (no spaces) and click OK.

~~Learn How to Use Excel Macros to Automate Tedious Tasks~~
In Excel 2003, VBA macros can run only if the Trust all installed add-ins and templates option (in Excel 2003, the

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Trusted Publishers tab in the Security dialog box) is selected and the macros (whether signed or unsigned) are stored in a specific trusted folder on the user ' s hard disk.

~~Change macro security settings in Excel – Excel~~

To export your personal macro workbook, here's what you need to do: Open the Visual Basic Editor. In the Project Explorer, right-click Module1 under PERSONAL.XLSB and select Export File. Navigate to the folder where you want to save your personal macro workbook, give the file any name you want, and click Save.

~~Excel Personal Macro Workbook: how to create, use and share~~

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In the VBA Project Explorer on the left hand side, expand the VBA Project folder for your workbook, then double-click the ThisWorkbook module. If you don't see the Project Explorer, you can go to View > Project Explorer, or press Ctrl+R.

~~Automatically run a macro when opening a workbook—
Office ...~~

If you are authoring Macros for Office for Mac, you can use most of the same objects that are available in VBA for Office. For information about VBA for Excel, PowerPoint, and Word, see the following:

~~Office for Mac for Visual Basic for Applications (VBA ...~~
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Amazing Ways to Automate Word, Excel, PowerPoint, Outlook, and Access" by Juan Pablo González available from Rakuten Kobo. For any Microsoft Office user familiar with Word, Excel, PowerPoint, Access, or Outlook, this book provides tutorials on...

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...

VBA VBA (Visual Basic for Applications) is the programming language of Excel and other Office programs. 1 Create a Macro: With Excel VBA you can automate tasks in Excel by writing so called macros. In this chapter, learn how to create a simple macro.

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~~VBA in Excel – Easy Excel Macros~~ Powerpoint Outlook

Go to the View tab, select Macros, then choose Record Macro to open the Record Macro dialog box. In the Macro Name text box, type a unique name. Names can contain up to 80 letters or numbers (no symbols or spaces) and must begin with a letter.

~~Understanding Macros in Microsoft Word~~

To get macros enabled in all Excel workbooks by default, this is what you need to do: Go to the File tab > Options. On the left-side pane, select Trust Center, and then click Trust Center Settings.... In the Trust Center dialog box, click Macro Settings on the left, select Enable all macros and click OK.

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~~How to enable and disable macros in Excel~~

To restore your macros from a .bas file, open Word, Excel, Outlook, or PowerPoint and press Alt + F11 to open the VBA editor. In Word, select Normal in the Project pane on the left in Word. In Excel...

~~How to Save and Restore Macros in Microsoft Office~~

Create the AutoKeys macro On the Create tab, in the Other group, click Macro. If this command is unavailable, click the arrow beneath either the Module or the Class Module button, and then click Macro. On the Design tab, in the Show/Hide group, click Macro Names to display the Macro Name column.

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