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by Gonzàlez,

JuanPablo (ISBN:

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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

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and has been an

MVP since 1996.

PowerPoint: 11

Macros for

PowerPoint by Bill

Dilworth. Bill is a

Microsoft MVP in

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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

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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

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Macros in red, and
also apply bold
formatting.

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

Another method to
enable macros in a
file is via the
Microsoft Office
Backstage view, the
view that appears
after you click the

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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~~

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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

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Office application like Word via an infected document, it can use features like “AutoExec” to automatically start with Word or “AutoOpen” to automatically run whenever you open a document.

~~Macros Explained:
Why Microsoft~~

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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.

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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

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2003, the 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~~

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~~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

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Excel Personal

Macro Workbook:

how to create, use

and share

In the VBA Project

Explorer on the left

hand side, expand

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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~~

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~~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:

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Visual Basic for
Applications (VBA
...~~
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PowerPoint,
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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

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simple macro.

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~~VBA in Excel~~

Over 100
~~Easy Excel Macros~~

Amazing Ways
To Automate
Word Excel

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

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letters or numbers

(no symbols or spaces) and must

begin with a letter.

Amazing Ways

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 >

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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.

~~How to enable and disable macros in~~

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~~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...

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~~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

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click Macro. On the
Design tab, in the
Show/Hide group,
click Macro Names
to display the
Macro Name
column.

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