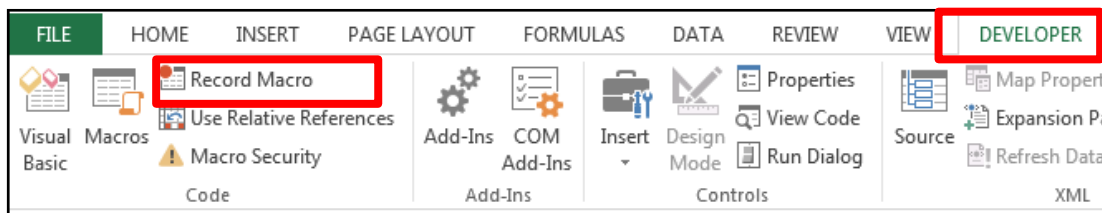


Microsoft Excel 2013: Macro to apply Custom Margins, Titles, Gridlines, Autofit Width & Add Macro to Quick Access Toolbar & How to Delete a Macro.

Do you need to always add gridlines, bold the heading rows, make it a certain font, set specific margins, format auto column fit, add column headings (Print Titles) to each worksheet and do this same thing every time? Let's save some time by creating a Macro to do this. Also let's add that Macro along with the print icon to your Quick Access Toolbar! Also included in this tutorial are details to delete a Macro.

First, let's check that Macro's have been enabled on your computer. Click on the **File** tab, go into **Options**, then the **Trust Center, Trust Center Settings, Macro Settings**, be sure the **Enable all Macros** is selected, if not select it & click **OK**. Developer tab also needs to be available. If you don't see it, **File** tab, go into **Options, Customize Ribbon**, put a check in the **Developer Tab** & click **OK**.

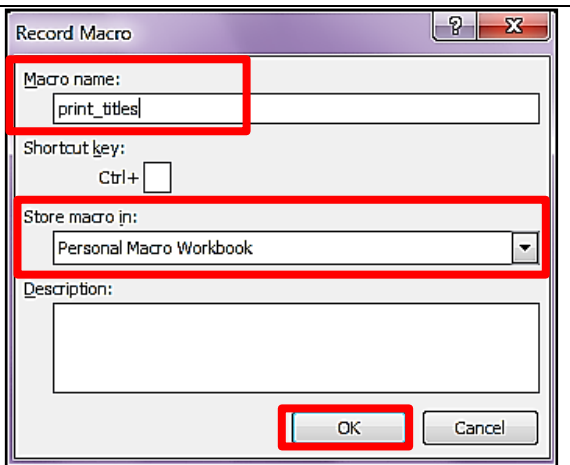
Now let's get started. Open up an Excel file, click on the **Developer Tab**, then **Record Macro**.



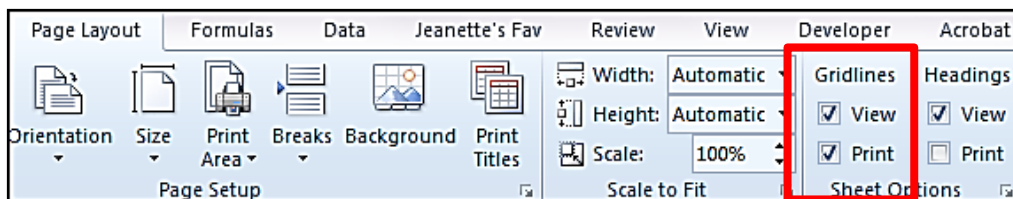
Think a name for this Macro. Type in a **Macro name** - no spaces or just use one word (it will appear in a drop down list)

In the **Store Macro in:** Choose **Personal Macro Workbook** if you want it to be available for all excel files.

Click **OK**. It is now recording, (so every click will be recorded). Don't feel rushed, take your time!

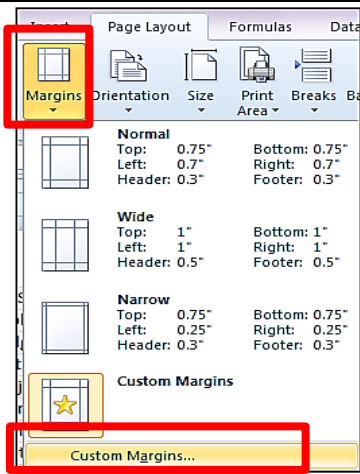
A screenshot of the 'Record Macro' dialog box. The 'Macro name' field contains the text 'print_titles'. The 'Store macro in' dropdown menu is set to 'Personal Macro Workbook'. The 'OK' button at the bottom right is highlighted with a red box. The 'Description' field is empty.

On the **Page Layout** tab, under **Gridlines** make sure a check box is in both **View** and **Print**.



Now we will set up margins.

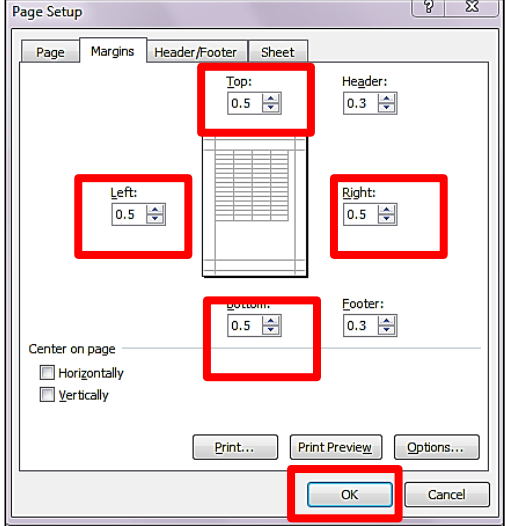
On the **Page Layout** tab, inside the **Page Setup** grouping, click on **Margins**, then **Custom Margins**



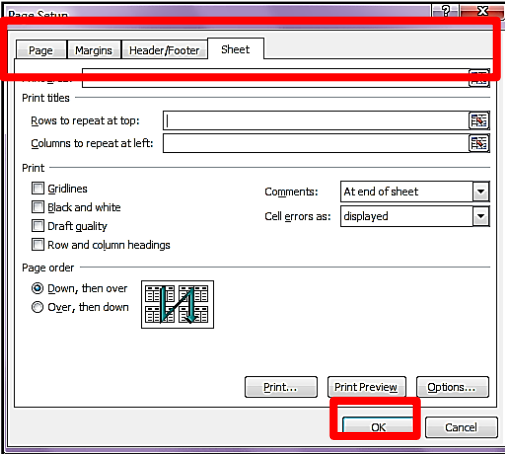
The **Page Setup** dialog box appears, letting you set the margins for each area of your file.

For all I will select 0.5

Click **OK**.



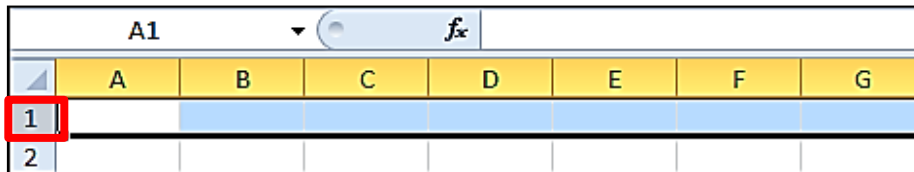
Now let's add **Column Headings or Print Tiles** so that when each sheet is printed you will have the Headings on each page. On the **Page Layout** tab, click on **Print Titles**, The **Page Setup** dialog box appears. In the **Row to repeat at top**, on the far right click on the little icon as shown below.



When the **Page Setup – Rows to repeat at top** dialog box appears.



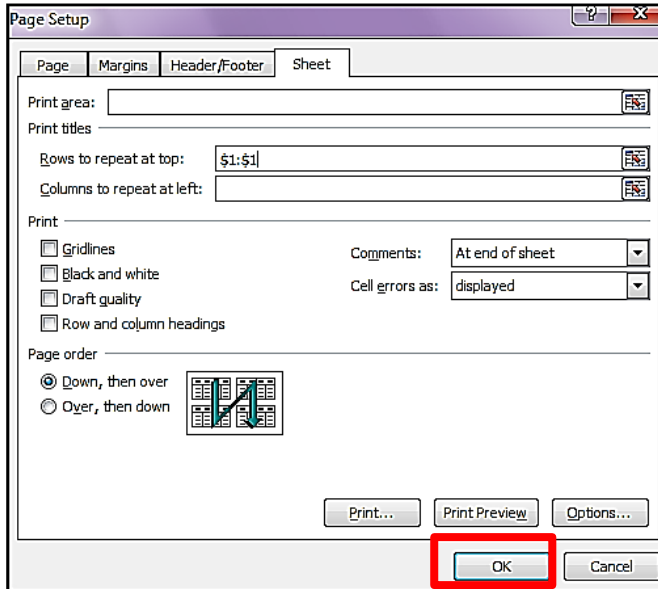
Now we want to select entire first row by clicking on the 1 at the very far left.



Now the **Page Setup – Rows to repeat at top** dialog box will have **\$1:\$1** in it. Click back on the little icon on the far right to expand the dialog box.

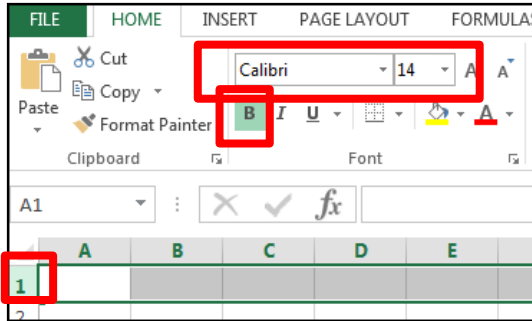


When the **Page Setup** box opens, click **OK**



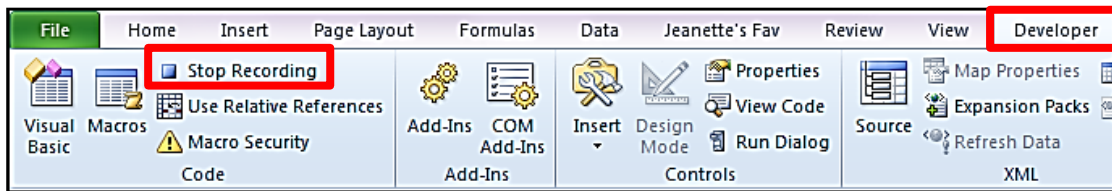
Now click in your excel file, to select entire first row. Click on the 1 at the very far left.

Now on the **Home** tab, then choose the **Font** style, size you want this entire heading row to have. We want it to be slightly larger than the rest of the data and **Bold** it too.

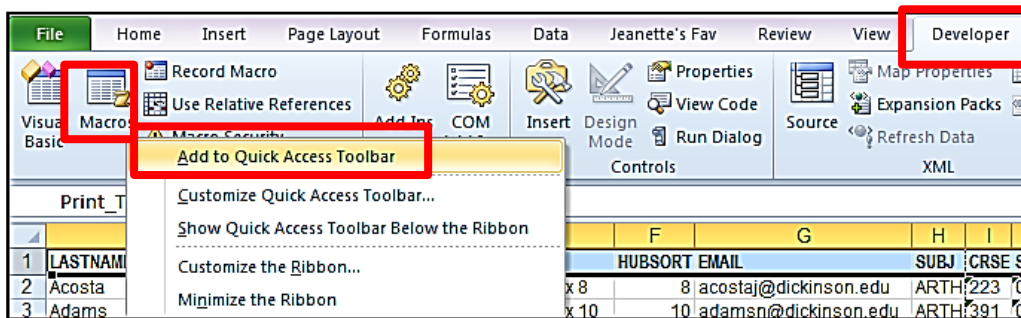



Select many columns, make it more columns that you think you would ever need. **Home** tab, under the **Format**, choose **Autofit Column Width**.

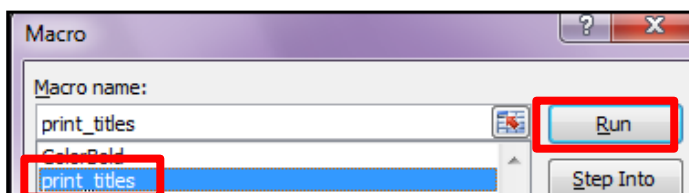
Looks like we have our document set up the way we want it now. Now go back into the **Developer** Tab, click on **Stop Recording**



Now let's add Macros the **Quick Access Toolbar** for easy access to all **Macros**. In the **Developer** tab, right mouse on the **Macros** icon, chooses **Add to Quick Access Toolbar**.

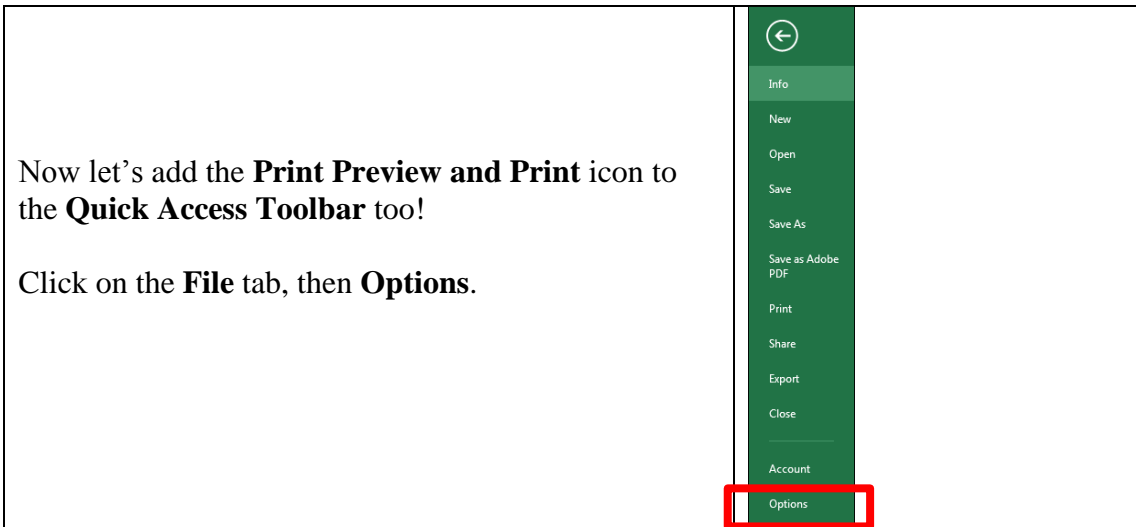


Now on the toolbar you will find this icon for Macros.  Select the Macro you named and click on **Run** to apply this Macro on a excel file to apply the specific changes.

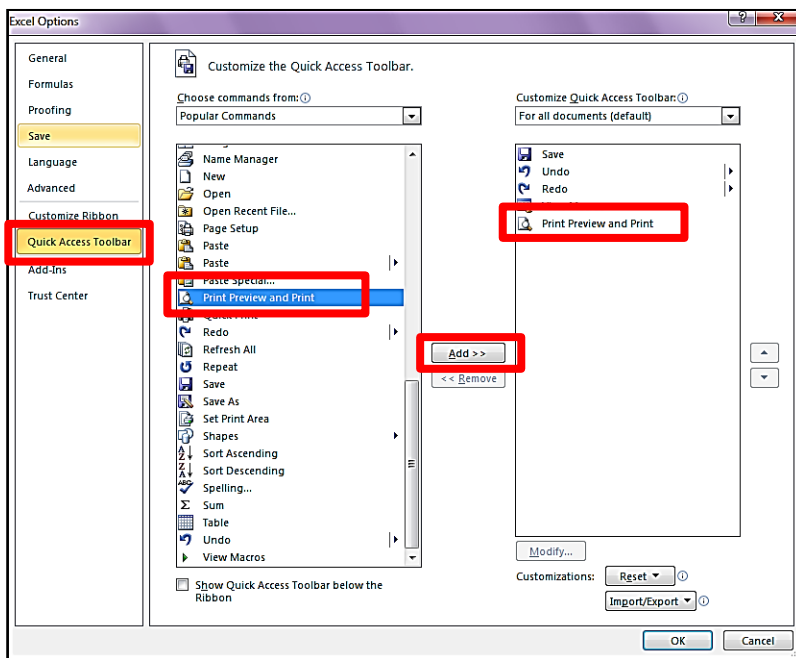


Now let's add the **Print Preview and Print** icon to the **Quick Access Toolbar** too!

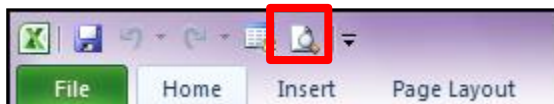
Click on the **File** tab, then **Options**.



On the **Excel Options** dialog box select **Quick Access Toolbar**. Scroll down to the **Print Preview and Print**, select it & click **Add** to place on the right side pane. Click **OK**.



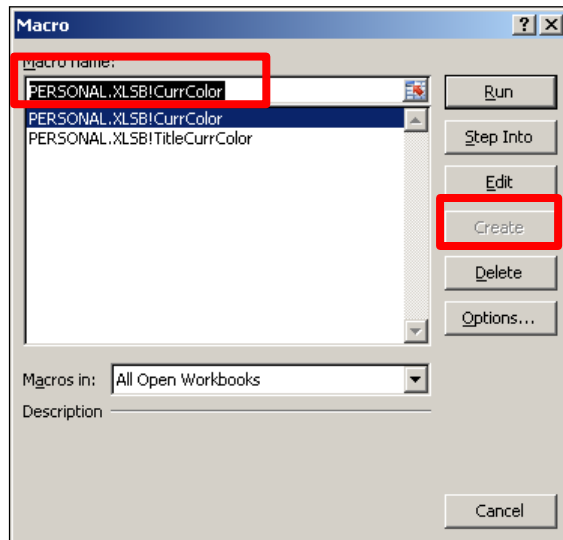
Now on your **Quick Access Toolbar** you should see the **Print Preview and Print** Icon.



Delete a Macro

Open the workbook that contains the macro that you want to delete. On the **Developer** tab, in the **Code** group, click **Macros**.

In the **Macro name** box, select the macro and click the **Delete** button.



Note: If you get a message that the workbook is hidden, follow these steps to unhide the workbook:

First close the dialog box above. On the **View** tab, in the **Window** group, click **Unhide**.

Under **Unhide workbooks**, click **PERSONAL**, and then click **OK**.

Now on the **Developer** tab, in the **Code** group, click **Macros**.

In the **Macros in** list, select the workbook that contains the macro that you want to delete. For example, click **Personal Workbook**.

In the **Macro name** box, click the name of the macro that you want to delete.

Click **Delete**.

Note: When you are finished be sure to go back and On the **View** tab, in the **Window** group, click **Hide**.