## 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	Record Macro
Macro name - no spaces or just use one word (it will appear in a drop down list)	Macro name: print_titles
In the Store Macro in: Choose	Shortcut <u>k</u> ey: Ctrl+
Personal Macro Workbook if you	Store macro in: Personal Macro Workbook
Click <b>OK</b> . It is now recording. (so	Description:
every click will be recorded). Don't feel rushed, take your time!	OK Cancel

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

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	Page Layout Formulas Data
Now we will set up margins.	Top::::::::::::::::::::::::::::::::::::
On the <b>Page Layout</b> tab, inside the <b>Page Setup</b> grouping, click on <b>Margins</b> , then <b>Custom Margins</b>	Wide Top: 1° Bottom: 1° Left: 1° Right: 1° Header: 0.5° Footer: 0.5° Narrow Top: 0.75° Bottom: 0.75° Left: 0.25° Right: 0.25° Header: 0.3° Footer: 0.3° Custom Margins
	Data Setur
The <b>Page Setup</b> dialog box appears, letting you set the margins for each area of your file. For all I will select 0.5	Page Margins Header/Footer Sheet I op: 0.5 0 Left: 0.5 0 Bight: 0.5 0 Eooter: 0.5 0 Bight: 0.5 0 0.5 0 Bight: 0.5
Click <b>OK</b> .	Center on page  Center on page  Horizontally  Yertically  Print  Print Preview  Options  OK  Cancel

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.

Dage Setup	-? - X
Page Margins Header/Footer Sheet	<u> </u>
Print titles	
Rows to repeat at top:	<b>1</b>
Columns to repeat at left:	<b>1</b>
Print	
Gridlines Comments: At end of sheet	•
Cell errors as: displayed	•
Row and column headings	
Page order	
© Down, then over	
Print Print Preview	Options
ОК	Cancel

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.

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	А	В	С	D	E	F	G
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2							

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.

Page Setup - Rows to repeat at top:	Ş	×
\$1:\$1		F

When the Page Setup box opens, click OK

Page Setup		-?- <b>X</b> -
Page Margins Header/Foot	er Sheet	
Print <u>a</u> rea:		
Rows to repeat at top: \$1:\$		
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<u>G</u> ridlines <u>B</u> lack and white     Draft guality	Co <u>m</u> ments: Cell <u>e</u> rrors as:	At end of sheet            Idisplayed
Row and column headings Page order      Down, then over      Over, then down		
	Print	Print Preview Options
		OK Cancel

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.

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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**.

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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.

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Macro name:	
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print titles	Step Into



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.