## 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 <b>Store Macro in</b> : Choose	Shortcut <u>k</u> ey: Ctrl+
<b>Personal Macro Workbook</b> if you want it to be available for all excel files.	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 Gancel

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
	Page Setup 2
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 Io.5 + Left: 0.5 + Eooter: Eooter:
Click <b>OK</b> .	0.5 🐨 0.3 🖈 Center on page Horizontally Yertically Print Print Preview Options

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	•
Black and white     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
1							
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:	ę	×	J
\$1:\$1		(F	

When the Page Setup box opens, click OK

Page Setup		-?- <mark>-</mark> X-
Page Margins Header/Foot	er Sheet	
Print <u>a</u> rea:		
Rows to repeat at top: \$1:\$ Columns to repeat at left:		[麗] [麗]
Print		
<u>G</u> ridlines <u>B</u> lack and white <u>D</u> raft guality	Co <u>m</u> ments: Cell <u>e</u> rrors as:	At end of sheet            Idisplayed
Row and column headings     Page order     O Down, then over     O 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.

Macro	? X
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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.