M/Generic
Useful Macros for Microsoft Excel™
Adapted from the book "Hands on Excel" by Danny Goodman
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Part of the ease of use of the Mac is in the mouse. Sometimes, however, we can get slowed down having to go from the mouse to the keyboard and back frequently. The purpose of this series of macros is to allow the user to speed up his spreadsheet generation with the minimum of switching back and forth. Users familar with MS/DOS systems can be helped when they begin using Excel.

Keyboard Equivalents/Shortcuts

When you pull down a menu in Excel, many time you have input additional information. There are some shortcuts you can use to greatly speed up your work. For example, when you use the "New" command, you are presented with an new dialog box with "radio buttons" to make your selection. Selecting the Worksheet will give you a new worksheet, Chart for a new chart and Macro for a new macro sheet. You can also double click the first letter (the mnemonic) of the desired response and never take you hands off the keyboard to get a new sheet. This technique generally works with all of the various dialogue boxes in Excel. The following five rules summarize their usage.

1) In dialogue boxes without edit windows, the first letter of the desired response acts as a mnemonic command. They can be typed once to select and double clicked to activate.

2) In dialogue boxes with an edit window (those requiring naming of files, column width and other input), the mnemonic commands must be typed as Command-key sequences, such as Command-A.

3) When options preceded by the "radio buttons" are grouped together inside of a border box, you can choose only one of the options at a time with the mnemonic command.

4) When options in dialogue boxes have check boxes in from of them, the keyboard command toggles between on and off each time you type the letter.

5) When two or more options in the dialogue box begin with the same letter, generally the topmost option is controlled by the mnemonic command key. Those below it are not accessible by the keyboard.

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This set of macros are very useful and should be opened when ever you are building or making major revisions to the design of your spreadsheet. All of the commands can be accessed by the keyboard.

Those beginning with small letters are executed by holding down the Option, Command (Cloverleaf) keys and desired letter at the same time. These were designed to execute generally without further input from you.

Those beginning with capital letters are executed by holding down the Shift, Option, Command (Cloverleaf) keys and desired letter at the same time. These were designed to execute with further input required from you. They will allow to select a font, protect a cell, iterate and so forth.

Mnemonics (small letters)

all.standard.grid. a	Returns grid and column headers
boldface.b	Makes cell(s) bold
dollar.cents.c	Formats value as $0.00
dollars.only.d	Formats value as $0
fancy.italic.f	Makes cell(s) italic
goto.bottom.g	Selects last active cell
home.(a1).h	Selects cell A1 on the spreadsheet
fill.down.j	Interactively fills down
fill.right.k	Interactively fills right
left.align.l	Aligns cell(s) to the left
middle.align.m	Aligns cell(s) to the center
outline.o	Outlines the cell(s)
percent.p	Formats cell(s) 0%
right.align.r	Aligns cell(s) to the right
standard.style.s	Returns cell(s) to normal type
today.t	Places current date in cell
very.fancy.bold.v	Makes cell(s) bold and italic
wipe.out.grid.w	Removes grid, leaves column/row headings
xpunge.rows/cols.x	Removes column/row headings,leaves grid
zero.grid.z	Removes grid, and column/row headings

Mnemonics (Capital Letters)

align.box.A	Brings up Alignment box for further input
border.box.B	Brings up Border box for further input
calculation.box.C	Brings up Calculation box for further input
display.box.D	Brings up Display box for further input
font.box.F	Brings up Font box for further input
style.box.I	Brings up Style box for further input
months.M	Places months as column headings
number.box.N	Brings up Number box for further input
cell.protection.box.P	Brings up Cell Protection box for further input

run.box.R	Brings up Run box for further input
sort.box.S	Brings up Sort box for further input
series.box.T	Brings up Series box for further input
width.box.W	Brings up Width box for further input

Summary

These can be very powerful and useful. Play around with them. You might find that you want to change or vary one of these macros. You might find a better way to remember the commands with different letters. These macros are very easily changed to suit you personal tastes and wishes. The only exception is that you cannot assign a command to small **e**, **n**, **u**, and **i**. You can also define a command macro without a letter equivalent but that tends to defeat the purpose of these shortcuts. Make sure that you name each macro after you create it.

A word of caution. If you have more than one macro sheet opened at the same time, and each has a command macro that utilizes the same keyboard equivalent, you might not get what you expect. Either select it manually or close the unneeded macro sheet temporarily.

Good Luck

Steve Dell