Example: Create a macro to change the fill color of the active cell to yellow and place a bold border around the cell.

Steps:
1. Select a cell to work in. This can be any cell within the worksheet.
2. Pick the Record Macro button from the toolbar or use the menu sequence Tools – Macro – Record New Macro.
3. Specify Parameters:
   - Macro name: YellowFillBoldBorder
   - Shortcut Key: Shift-Y
   - Store macro in: This Workbook
   - Description: Yellow Fill and Bold Border Around Activecell
   - Pick the OK button.
4. Pick the Fill Color button from the Format Toolbar and select Yellow.
5. Pick the Borders button from the Format Toolbar and select Bold Border All Around.
6. Pick the Stop Record Button.

Try It Out:
1. Select a new cell in the worksheet.
2. Pick the play button from the VB Toolbar or select Tools – Macro – Macros... (Alt+F8)
3. Pick on the macro YellowFillBoldBorder.
4. Pick the Run button.
5. The selected cell should have a yellow fill and a bold border around it.
Custom Toolbar Button

Buttons for any of the standard Excel commands as well as any custom commands (macros) can be added to an existing or custom toolbar.

**To Add a Custom Button to a Toolbar:**
1. Select View – Toolbars – Customize (or right-click on a toolbar and select Customize from the menu) to open the Customize dialog box. Select the Commands tab to display the dialog box shown to the right.

2. In the “Categories:” window, scroll down and pick the Macros option. In the Commands window, two commands will appear: Custom Menu Item and Custom Button.

3. Click on the Custom Button and drag it to a toolbar. Hold the left mouse button down while dragging. The cursor changes to an “I-beam” symbol to assist you on the placement of the new button on the toolbar. Release the button to place the button.

4. Click on the macro button just placed to activate the Modify Selection in the Customize dialog box. Click on the Modify Selection button to display a menu of options to be used to customize the button.

5. In the “Name:” textbox, type the description of the macro as “Yellow Fill and Bold Border”. This is the text that will display when the user rests the cursor over the button.

6. Pick Modify Selection in the Customize dialog box and select the “Assign Macro…” option. This menu sequence opens the Assign Macro dialog box which lists the macros available to be assigned to the custom button. Select YellowFillBoldBorder and pick OK.
NOTE: In the Behrend Labs, the button will automatically be deleted when you exit Excel. At home, your button will be saved so you will want to save your macros in the Personal.xls file so they are always available.

7. The image shown on the button doesn’t really indicate what the macro assigned to the button does. Fortunately, the image on the button can be modified. Select Edit Button Image from the Modify Selection menu to open the dialog box.

8. Click on the Clear button to clear the figure drawn in the Picture window of the dialog box. Click on the black box in the Colors frame. Click in a square in the Picture window to paint the square black. You can hold the mouse button down while dragging to fill multiple squares. Draw a bold black border and fill the border with yellow shading. The image of how the button will appear is shown in the Preview frame. Pick OK when you are satisfied with the button image.

9. Select an empty cell and pick the custom macro button you just created. The cell formatting should change to be filled with yellow with a bold border.