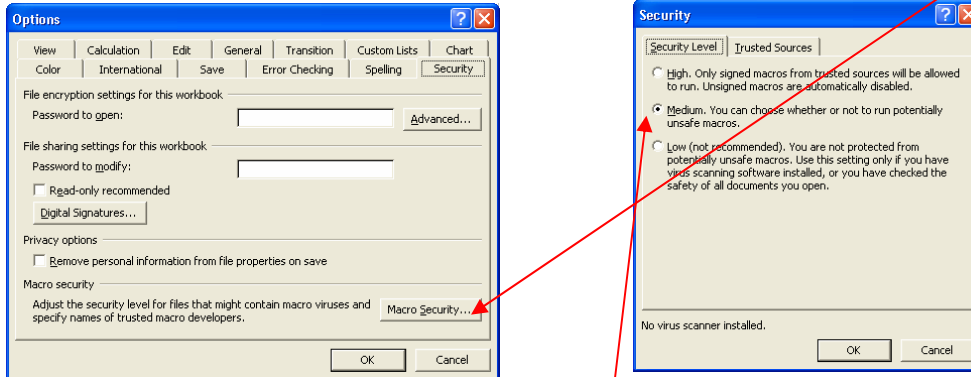
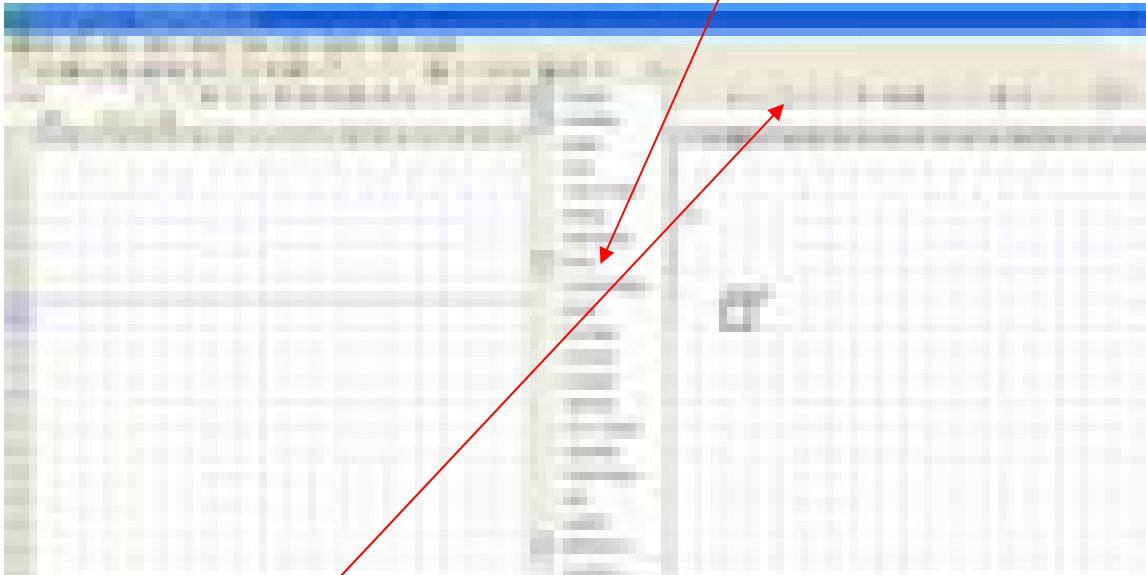


Steps to Make a Clear Button

- To Make a **Clear** button – you will be making a button to implement a macro
 - A macro is a “recording” of a set of steps
 - To work, macros must be enabled on the spreadsheet (this might not be true by default) – to check
 - Click on **Tools**→**Options, Security Tab, Macro Security Button**

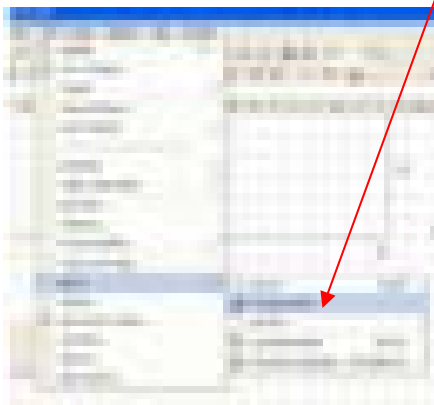
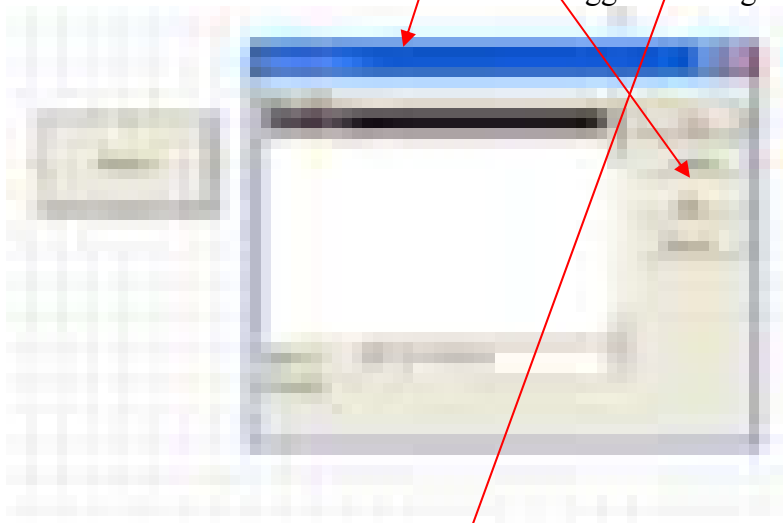


- Set Security Level to Medium
- Before you make the Macro - SAVE
- Show Forms Menu
 - Right click on toolbar area, make sure **Forms** is checked



- Click on the button icon, use your crosshair mouse pointer to click and draw a button

- You will be prompted to name the macro that is to be associated with this button, following this you will have the chance to record the macro.
 - Change the Name of the Macro
 - Click **Record**
 - Clear each of the answers which you entered into the Responses cells in Response Column
 - Click “**Stop**” Button which should appear
 - If you can't find the stop button, stop the Macro with **Tools→Macro→Stop Recording**
 - Right Click on Button and click on **Edit Text**
 - Change button name to **Clear**
 - Save your worksheet. In the future clicking on the button will clear answers a student entered. I suggest naming the button "Clear."



Some Macro Resources

- [David McRitchie's Macro Pages](#)
- O'Reilly Book - [order](#)
- [Excel Macros](#)
- From Microsoft – [Record a simple macro](#)