**2.3 Opening VBA with Windows 7**

A VBA program can be created with the Developer tab of the Excel spreadsheet. This tab appears to the right of the View tab on an open spreadsheet page. This tab probably won’t be visible (and active) the first time Excel is opened. To activate the Developer tab click on File, select Option, and then Custom Ribbon. Main Tabs appears on the right side of the screen and below that a series of choices. Check the Developer box and then click on OK. This activates the Developer tab.

After the Developer tab is selected from the top row of the spreadsheet window you may access VBA by selecting Macros (2nd icon from the left below the gap between File and Home).

When the gray dialog box (Figure 2.1) appears the name of the program should be typed in the space provided and the Create tab selected.