



## Introduction

In this self help document, you will learn how to add a macro to a icon, to assign a shortcut key to run a macro, to use relative referencing when recording a macro, deleting a macro, and saving a macro to the Personal Macro workbook.

## Adding a Macro Button

Once a Macro has been created, you can add it to a Macro button (an Icon) that you can place on the Quick Access toolbar.

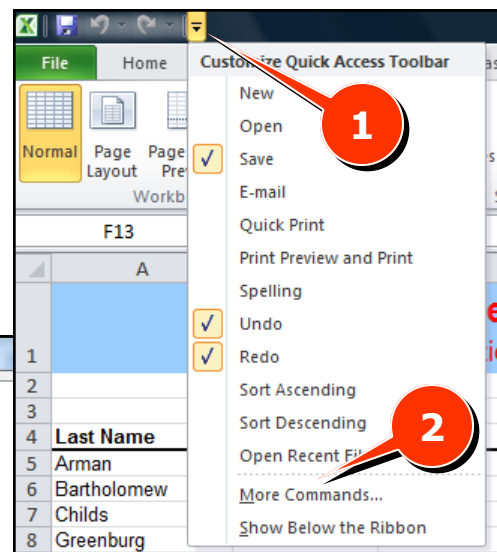
1. Select the **Customize Quick Access Toolbar** option by selecting the drop down arrow to the right of the **Quick Access Toolbar** (Fig 1, 1).
2. Choose **More Commands** from the menu (Fig 1, 2). The **Excel Options** window will appear (Fig 2).

The **Excel Options** window can also be accessed by clicking the Office Button in the top left hand corner of the screen.

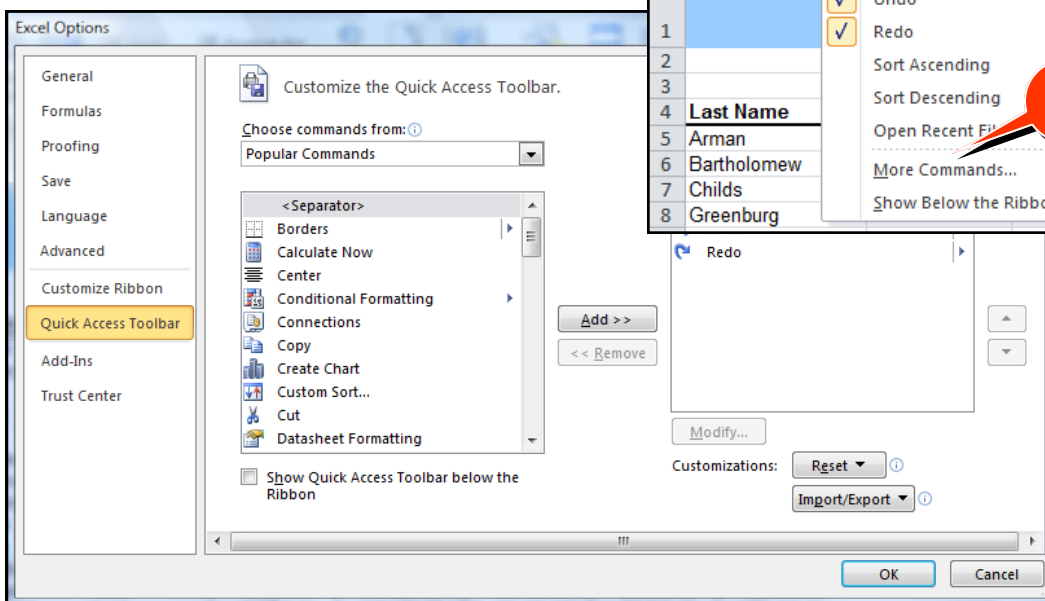
### Process Summary

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**Figure 1**

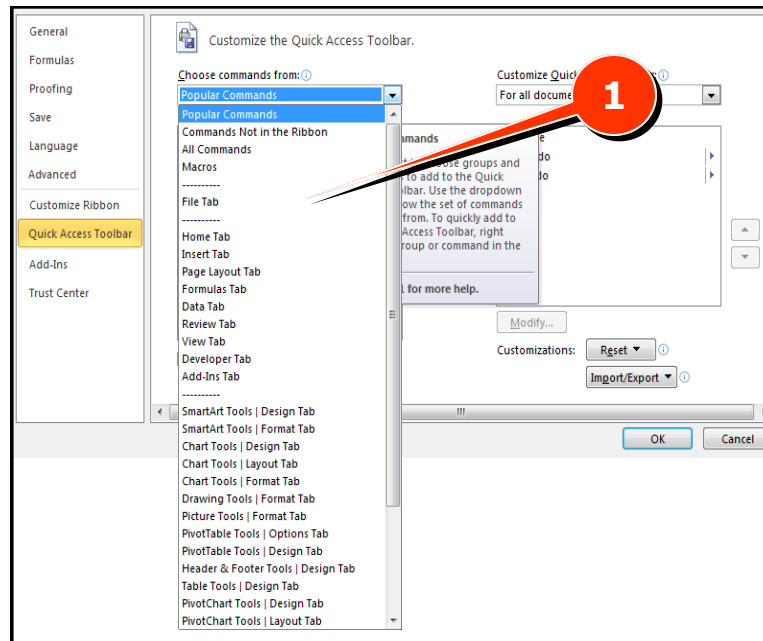


**Figure 2**



3. Select **Macros** from the drop down box (Fig 3, 1).

Figure 3



4. A list of recorded macros will appear. Select the Macro you want to assign an icon for from the list (Fig 4, 1) and then click **Add** (Fig 4, 2).
5. Click **OK** to close the dialog box. The Quick Access toolbar will now be updated with the new icon (Fig 5, 1).
6. Click the icon (Fig 5, 1) and the macro will run.

Figure 4

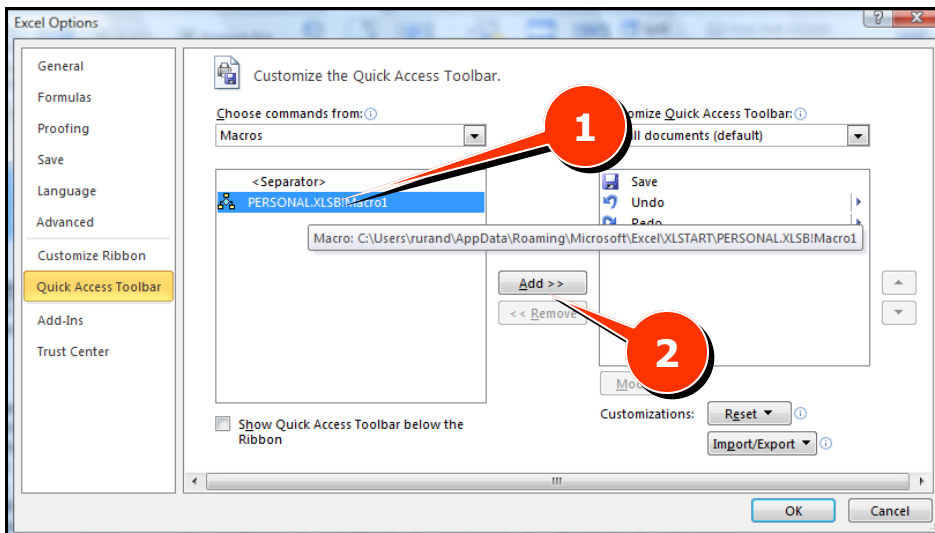


Figure 5

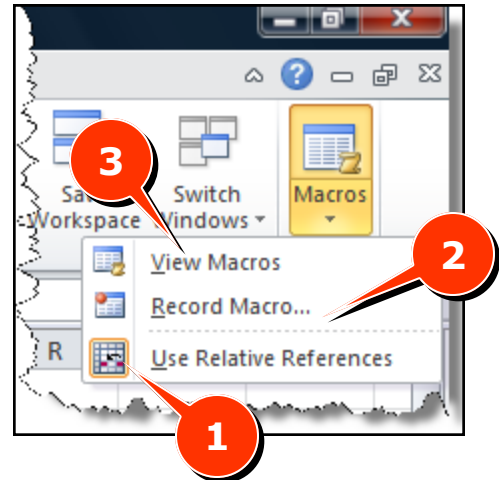


## Using Relative Referencing

When a Macro is recorded in Excel, exact cell locations are recorded into the macro. When a Macro is recorded using relative referencing, the actions recorded in the macro are relative to the starting cell location. This is important when a user needs a macro to be used regardless of the cell they are in.

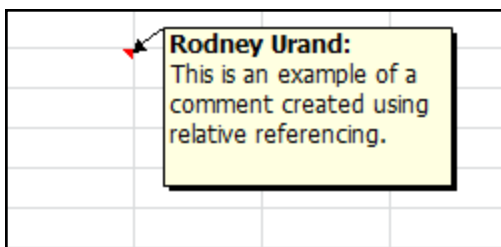
1. On the **View** menu, click the down arrow under **Macros** from the **Macros** group (Fig 6, 1). From the menu, click **Use Relative References**.
2. Click the down arrow under Macros again. The **Use Relative References** button will now appear depressed.
3. Click **Record Macro...** The **Record Macro** dialog box will appear.

Figure 6



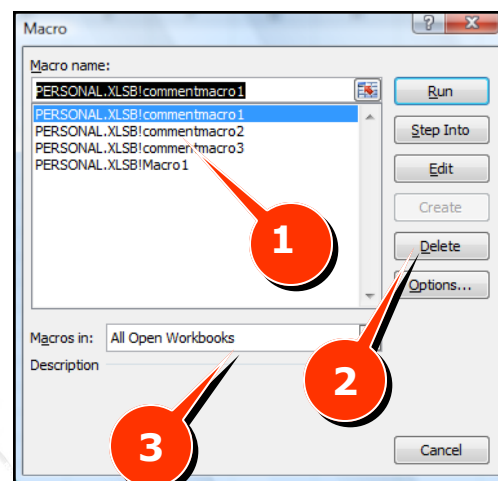
4. In the **Macro name** field, give the macro a unique name without any spaces.
5. Choose the location as to where you would like the macro saved (Fig 8, 3). By default, Macros are saved in the workbook they are created in.
6. Click **OK**. The Macro will now begin recording keystrokes and mouse clicks. Perform all of the steps as you would normally.
7. When complete, click the down arrow under **Macros** from the **Macros** group on the **View** tab and click **Stop Recording**.

Figure 7



- !** Pay close attention to the **Use Relative References** icon. The only way to determine if it is active is the light orange box around the icon. If the light orange box does not appear, the default setting of Absolute Referencing will be applied.

Figure 8



8. When playing the macro back, choose the cell you want the activity to apply to before activating the macro. The macro results will appear in the cell automatically (Fig 7).

## Deleting a Macro

Occasionally a user may need to delete a macro from the excel file. By deleting the macro, you are effectively removing it from the system, rendering it unable to be used again. If this happens accidentally and the file was not backed up, the macro will need to be re-recorded.

1. On the **View** menu, choose **View Macros** from the **Macros** group (Fig 6, 3). The **Macro** Window will appear.
2. Select the Macro you would like deleted from the list of Macros (Fig 8, 1).
3. Click the **Delete** button (Fig 8, 2).
4. Click **Yes** in the dialog box that will appear to confirm deletion.

## Using the Personal Macro Workbook

When you save a Macro to the Personal Macro Workbook, your Macro will run all the time in any workbook. Think of the Personal Macro Workbook as a "purse" in which to store all macros.

1. Record the Macro as you would normally. On the **View** menu, click **Macros** from the **Macros** group (Fig 9, 1). Choose **Record Macro** (Fig 9, 2). The **Record Macro** dialog box will appear.
2. In the **Macro name** field, give the macro a unique name without any spaces (Fig 10, 1).
3. In the **Store macro in:** dropdown box, choose **Personal Macro Workbook** (Fig 10, 2).
4. Save the worksheet as you would normally.

Figure 10

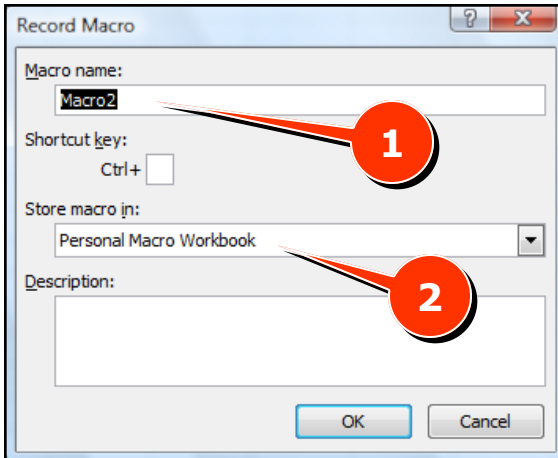
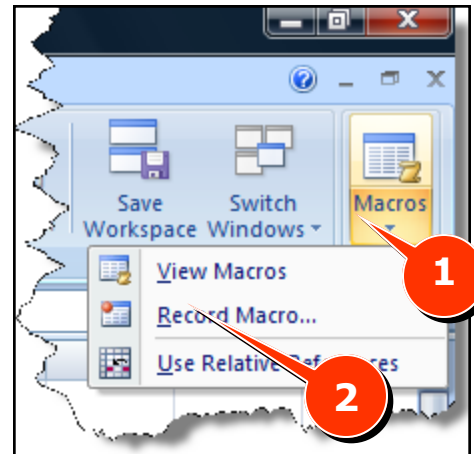


Figure 9



5. When you close Excel, a dialog box will appear asking if you would like to save the Personal Macro Workbook. Choose **Save** (Fig 11, 1). Your macro is now available anytime you use Excel on that machine.

Figure 11

