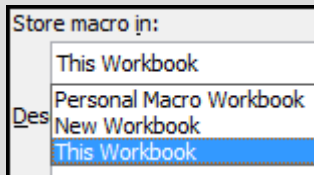


**note****Choosing where to store your macros**

There are three possible places to store a macro:



Macros stored in *This Workbook* are also available to other workbooks – but only if the workbook containing the macro is open!

The *Personal Macro Workbook* is a special workbook called *Personal.xlsb*. This is stored in a folder called XLSTART buried deep in the file system where nobody is likely to find and change it.

Whenever you open Excel, the Personal Macro Workbook opens in the background (but it is hidden so you never see it). Because it is always open, every workbook has access to its macros at all times. The only purpose of the Personal Macro Workbook is to act as a container to store macros that you want to be available to every workbook.

Remember that if you store macros in the Personal Macro Workbook, they will only work on your machine. If you e-mail a workbook that depends upon one of these macros, it will not work on the recipient's machine. In this type of scenario you'd want to store the macro in *This Workbook*.

You'll rarely want to use the *New Workbook* option. If you record a macro in a new workbook you would have to always make sure that it was open before you could access its macros.

**Expenses Claim-1****Lesson 9-11: Record a macro with absolute references**

- 1 Open *Expenses Claim-1* from your sample files folder.

Imagine that this is a form you need to fill in every week. Every time you make an expenses claim, you have to add your *Employee Number* and other details. This isn't very efficient so you decide to record a macro that will automatically complete part of the form.

- 2 Begin recording a macro.

Click: View→Macros→Macros→Record Macro.

The *Record Macro* dialog appears.

- 3 Name the macro *FillInExpenseForm*.

Type **FillInExpenseForm** into the *Macro name* box.

Note that macro names cannot contain spaces. Always use mixed case for macro names and do not abbreviate. (For example, don't use names such as **FillExpFrm** – they will only confuse).

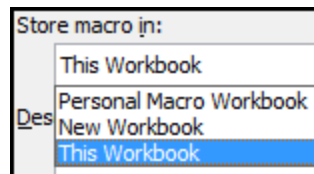
- 4 Assign a shortcut key of **<Ctrl>+<e>** to the macro.

Type a lower case **e** into the *Ctrl+* box.

See the sidebar on facing page for more about choosing macro shortcut keys.

- 5 Store the macro in *This Workbook*.

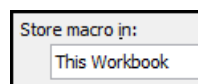
Note that there are three possible places to store a macro



Normally you'll simply want to choose between *This Workbook* (when the macro is only useful in one workbook) and the *Personal Macro Workbook* (when the macro may be used by all workbooks). See the sidebar for more details.

This macro will only ever be used in the *Expenses Claim-1* workbook, so the most appropriate location is in *This Workbook*.

If there were many expense claim forms that all had the same data in cells B3, B5, B7, B9 and B11 you'd want to store the macro in the *Personal Macro Workbook* to make it available to all workbooks on your computer.



- 6 Add a *Description* to the macro.

It is good practice to describe your macros so that other users will understand what they are used for. The description is displayed in the *Macro* dialog when the user runs the macro.

## important

### Choosing macro shortcut keys

Excel has many built-in shortcut keys (such as <Ctrl>+<c> to copy).

If you were to define <Ctrl>+<c> as your macro shortcut key, you would override Excel's shortcut key and you'd no longer be able to use <Ctrl>+<c> to copy (as this would run the macro instead).

There are several strategies to avoid causing clashes with the built-in shortcut keys:

1. Use capital letters for shortcut keys. This will result in a shortcut key of:

<Ctrl>+<Shift>+<c>

You will then still be able to copy using the normal <Ctrl>+<c>.

2. Only run macros from the Ribbon.

Click:

View→Macros→Macros→View Macros

You can also use the shortcut key <Alt>+<F8>.

This is quite an awkward way to access your macros.

3. Provide the user with buttons to run macros. You'll learn how to do this in: *Lesson 9-17: Run a macro from a button control.*

4. Add a button to the *Quick Access Toolbar* or *Ribbon* to run each macro. You'll learn how to do this in *Lesson 9-17: Run a macro from a button control (sidebar).*

Describe your macro in the *Description* box.

Description:
Fill in the Name, Department, Employee Number, Bank Account No and Sort Code in the Expenses Claim form

## 7 Record the macro.

1. Click the OK button.
2. Make cell B3 the active cell.

This is a potential pitfall. If B3 is already the active cell (when you begin recording the macro) and you simply type your name, the recorder will place your name into whatever cell is the active cell when the macro is run. This may not be B3.

For this reason, if B3 was active when you began recording you would have to click into a different cell, and then back again into cell B3 to explicitly record your intention to move the cursor to cell B3.

3. Fill in each box (with fictitious details). Here's the ones I used:

	A	B
3	Name:	Elvis Presley
5	Department:	Rock and Roll
7	Employee Number:	EP999
9	Bank Account No:	398724789A
11	Sort Code:	32-77-63

3. Click in cell A16 as this is the most likely cell that the user would want to enter text into after the macro has run.
4. Click: View→Macros→Macros→Stop Recording.

## 8 Test the macro.

1. Delete the contents of cells B3:B11.
2. Click: View→Macros→Macros→View Macros.

The macro dialog appears listing only the *FillInExpenseForm* macro (as you have only recorded one macro so far).

3. Click the *Run* button.

All of the details that you previously recorded appear in the relevant cells.

4. Delete the contents of cells B3:B11.
5. Press <Ctrl>+<e>

Once again the form is completed with the recorded details.

## 9 Don't save your work yet but keep the workbook open.

You need to understand more about security and workbook formats before you can save. You'll save this workbook in the next lesson: *Lesson 9-12: Understand macro security.*