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.
Describe your macro in the *Description* box.

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:

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.*