

GUIDED PROJECT 9-3

Clemenson Imaging LLC uses a macros-only workbook and a macro-enabled template for procedures tracking. You edit a macro to insert a label and create a macro for weekly data. You also record a macro to print the workbook and then use these macros in a separate workbook. ***This project has been modified for use in SIMnet®.***

Skills Covered in This Project

- Set macro security options.
- Edit and save a macros-only workbook.
- Copy and edit a macro.
- Edit a macro in the Visual Basic Editor.
- Record a macro.
- Run a macro.
- Assign a macro to a *Button* form control.

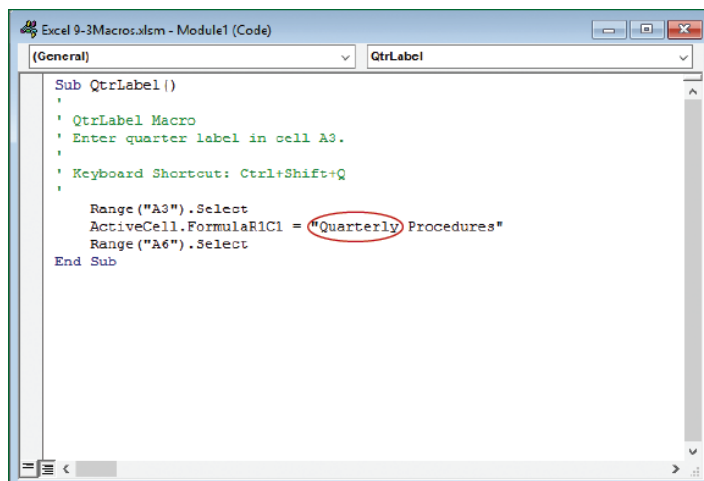
IMPORTANT: Download the resource file(s) needed for this project from the **Resources** link. Be sure to extract the file(s) after downloading the resources zipped folder. Please visit **SIMnet Instant Help** for step-by-step instructions.

Step 1:
Download
start file

**Download
Resources**

1. Open the **Clemenson-09** workbook and click the **Enable Editing** button. The file will be renamed automatically to include your name.
2. Set macro security and display the Developer tab.
 - a. Select **Options** (File tab) and then click **Trust Center**.
 - b. Click the **Trust Center Settings** button and click **Macro Settings** in the left pane.
 - c. Verify or select **Disable all macros with notification** and click **OK**.
 - d. Click **Customize Ribbon** in the left pane and display the **Developer** tab.
3. Open the **ClemensonMacros-09** file downloaded from the **Resources** link. This file is an **Excel macro-enabled** workbook.
4. Return to the **your.name.Clemenson-09** workbook opened at the beginning of the project.

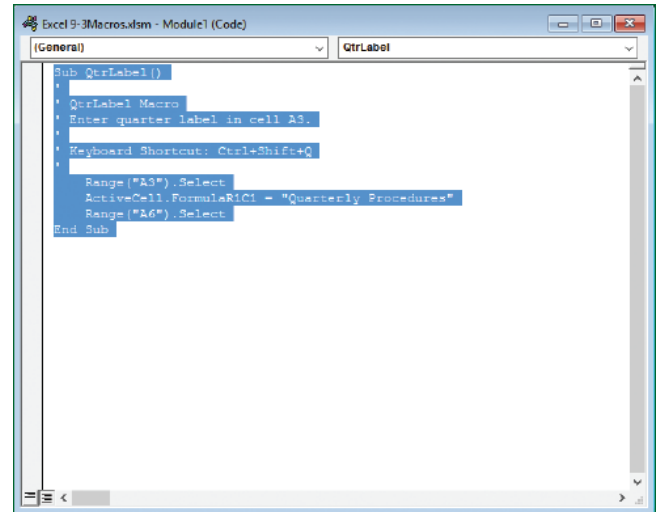
NOTE: When saving the Clemenson-09 workbook, if a dialog appears with the message “Be careful, parts of your document may include personal information that can’t be removed by the document inspector.”, press OK.
5. Click the **New sheet** worksheet tab to insert a blank worksheet. Name the sheet **FirstRun**.
6. Press **Ctrl+Shift+Q** to run the macro. The label “Second Quarter Procedures” displays in cell A3, and the active cell is cell A4.
7. Edit a macro in the Visual Basic Editor (VBE).
 - a. Return to the **ClemensonMacros-09** workbook. Click the **Macros** button [Developer tab, Code group], and select the **QtrLabel** macro if necessary.
 - b. Click **Edit** to open the Visual Basic Editor (VBE) window.
 - c. Select **Second Quarter** in the code and type **Quarterly** as shown in Figure 9-41.
 - d. Edit the code `Range (“A4”).Select` to show **“A6”**.
 - e. Click the **Close** button at the top-right corner of the VBE window.
 - f. Return to the **your.name.Clemenson-09** workbook. Insert a new blank worksheet and name it **EditRun**.
 - g. Press **Ctrl+Shift+Q** to run the edited macro.



9-41 Code window for the QtrLabel macro

8. Copy and edit a macro.
 - a. Return to the **ClemensonMacros-09** workbook. Click the **Developer** tab, click the **Macros** button, and select the **QtrLabel** macro.

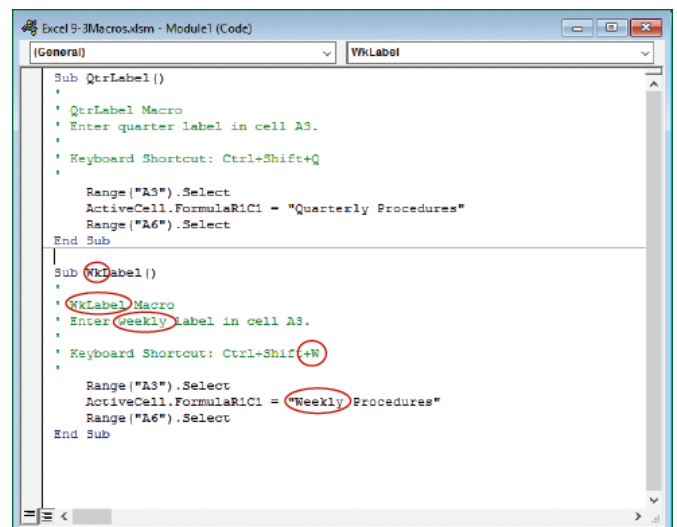
- b. Click **Edit** to open the Visual Basic Editor (VBE) window.
 - c. Drag the lower-left corner of the *Code* window to resize the window to approximately twice its current height.
 - d. Starting at *Sub QtrLabel()* at the top of the *Code* window, select all the code (Figure 9-42).
 - e. Press **Ctrl+C** to copy the code.
 - f. Click below **End Sub**, press **Enter** to start a new line, and press **Ctrl+V** to copy the code. A horizontal line is inserted to separate the routines.
 - g. Edit the copied code as shown here. Be careful about punctuation and spelling (Figure 9-43).



9-42 Codes lines are selected for copying

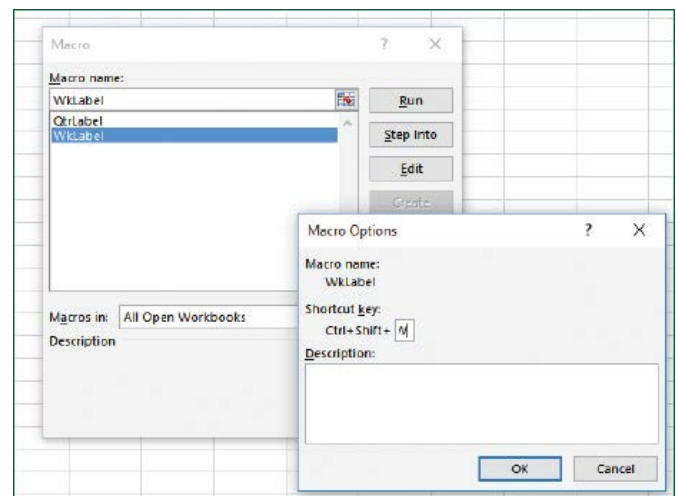
```

Sub WkLabel ()
'
'WkLabel Macro
'Enter weekly label in cell A3.
'
'Keyboard Shortcut: Ctrl+Shift+W
'
    Range("A3").Select
    ActiveCell.FormulaR1C1 =
    "Weekly Procedures"
    Range("A6"). Select
End Sub
  
```



9-43 Copied code is edited to create a new macro

9. Change macro options to define the shortcut for a macro.
 - a. Click the **Macros** button on the *Developer* tab and select the **WkLabel** macro.
 - b. Click **Options** to open the *Macro Options* dialog box (Figure 9-44).
 - c. Press **Shift** and type **w** in the *Shortcut key* box.
 - d. Click **OK** in the *Macro Options* dialog box.
 - e. Click **Cancel** to close the *Macro* dialog box.
 - f. Press **Ctrl+Shift+W** to test the macro.



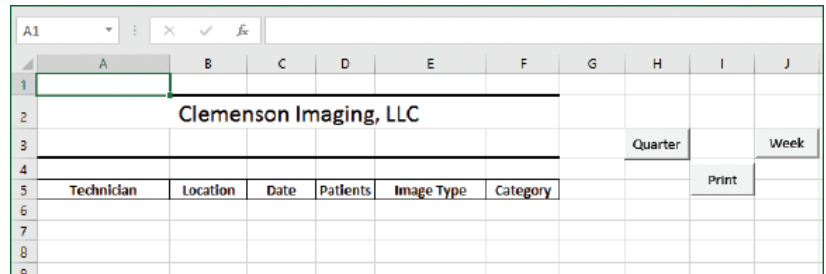
9-44 Macro Options dialog box

10. Record a macro to print the workbook. (Make sure the default printer is ready).
 - a. Switch to the **ClemensonMacros-09** workbook.
 - b. Click the **Record Macro** button [*Developer* tab, *Code* group].
 - c. Type **PrintWB** in the *Macro name* box.
 - d. Do not use a shortcut key and store the macro in **This Workbook**.
 - e. Type **Print all worksheets.** in the *Description* box and click **OK**.
 - f. Click the **File** tab and choose **Print**.
 - g. Choose **Print Entire Workbook** in the *Settings* group.
 - h. Click **Print**. The workbook is sent to the printer.
 - i. Click the **Stop Recording** button [*Developer* tab, *Code* group]. (If a printer was not ready, open the printer dialog box and cancel the print job.)
11. Complete documentation for the macros.
 - a. Right-click the **Sheet1** worksheet tab and select **Move or Copy**. Make a copy of the sheet in the **your.name.Clemenson-09** workbook opened at the beginning of the project and place it before the **Summary** sheet.
 - b. Rename **Sheet1** in the **your.name.Clemenson-09** workbook as **Macros**.
 - c. Select cell **B6**, type **Ctrl+Shift+W**, and press **Enter**.
 - d. Type **Enter the weekly label in cell A3.** in cell **B7** and press **Enter**.
 - e. Select cell **A9**, type **PrintWB**, and press **Tab**.
 - f. Type **Print entire workbook.** in cell **B9** and press **Enter** (Figure 9-45).
 - g. Press **Ctrl+Home**.
12. Return to the **ClemensonMacros-09** workbook. Click the **Save** button in the *Quick Access* toolbar to resave the macros only workbook.
IMPORTANT: Do not close your macro workbook.
13. Return to the **your.name.Clemenson-09** workbook opened at the beginning of the project and click the **Procedures** worksheet tab.
14. Assign macros to *Button* form controls.
 - a. Click the **Insert Controls** button [*Developer* tab, *Controls* group].
 - b. Click the **Button (Form Control)** command and draw a *Button* control that covers cell **H3**. The *Assign Macro* dialog box opens.
 - c. Select the **QtrLabel** macro and click **OK**. **NOTE:** The macro name will be appended to your macro file name. Ex. '*ClemensonMacros-09*!QtrLabel
 - d. Click inside the button control, delete the default caption, and type **Quarter**.
 - e. Select cell **I3** to deselect the control.

	A	B
1		Clemenson Imaging Macros
2		
3	QtrLabel	Ctrl+Shift+Q
4		Enter the quarterly label in cell A3.
5		
6	WkLabel	Ctrl+Shift+W
7		Enter the weekly label in cell A3.
8		
9	PrintWB	Print entire workbook.
10		
11		
12		
13		

9-45 Documentation for the macros workbook

- f. Draw a button in cell **J3** for the **WkLabel** macro. Change its caption to **Week**.
- g. Draw a button that covers cells **I4:I5** for the **PrintWB** macro. Change its caption to **Print** (Figure 9-46).



9-46 Completed button controls

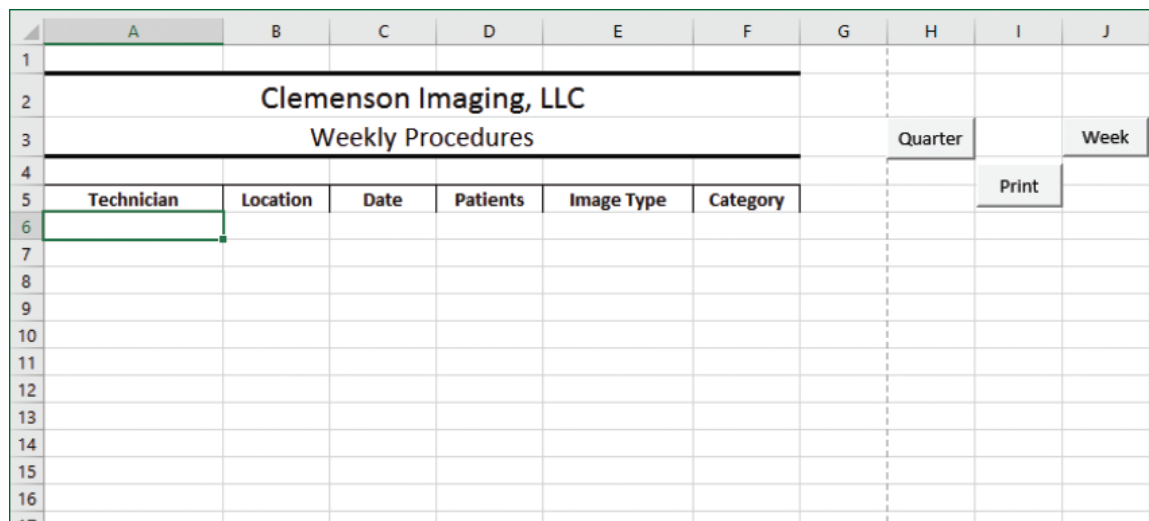
15. Select cell **A1**.
16. Run macros.
 - a. Click the button to run the weekly label macro and verify cell **A6** is selected.
 - b. Make sure the printer is ready.
 - c. Click the button to run the print macro. **NOTE:** Print your file only if requested to do so by your instructor.
17. Save the Excel workbook named **your.name.Clemenson-09**, for grading in SIMnet.

NOTE: When a macro from another workbook is assigned to a form control, a link is created between the other workbook (*ClemensonMacros-09*) and the current workbook (*your.name.Clemenson-09*). After saving and closing the files, if you wish to reopen and edit the project files, remember to open both the *your.name.Clemenson-09.xlsx* and *ClemensonMacros-09.xlsm* files. When a dialog warning appears, click **Update** or **Enable Content** to update links.

Step 2:
Upload &
Save

Step 3:
Grade my
Project

18. Upload and save your **(*xlsx)** project file.
19. Submit project for grading.



9-47 Excel 9-3 completed