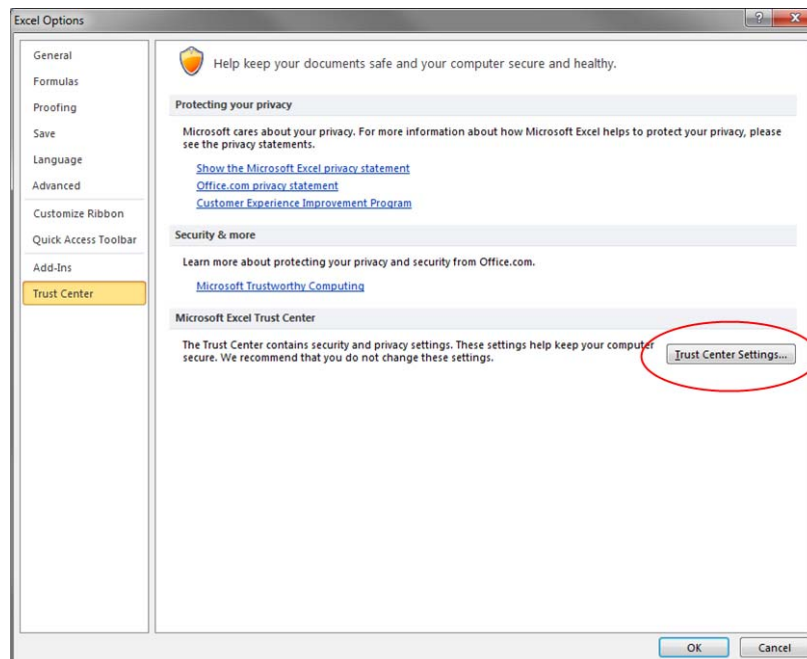
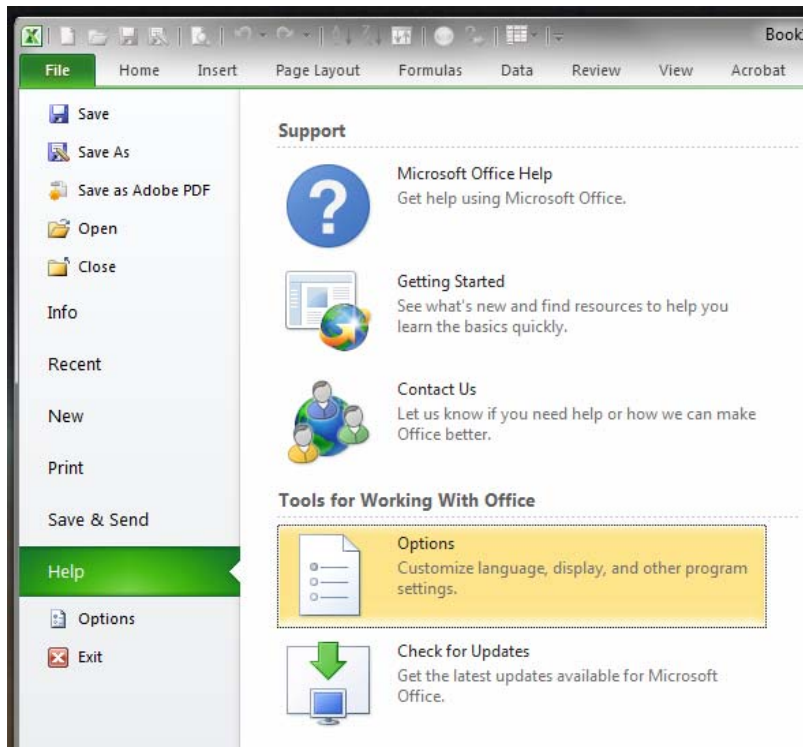
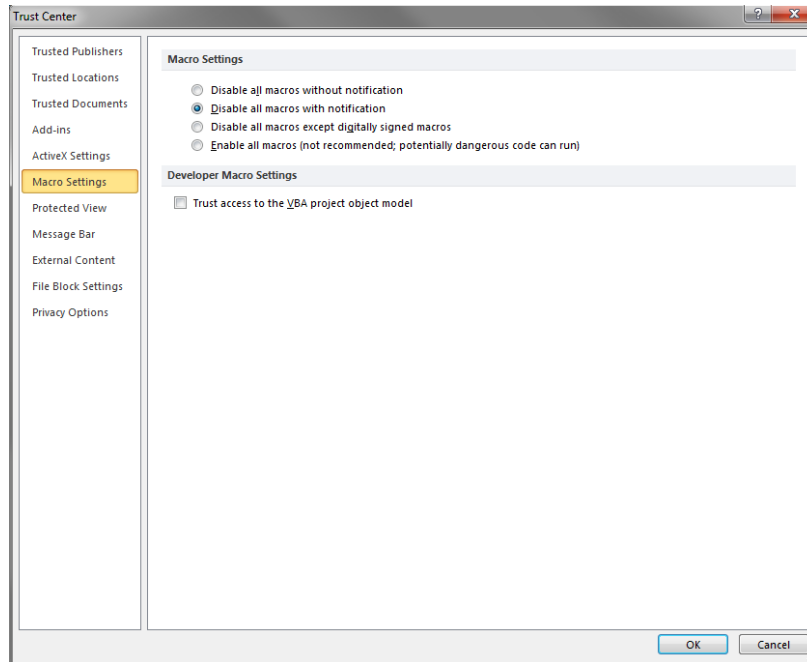


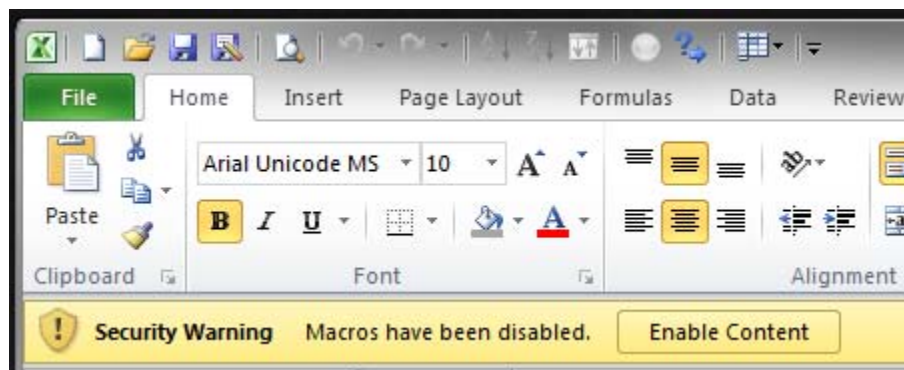
Importing Macro into Excel 2010

To use a custom macro provided in this class you must make sure that the security is set accordingly. To check and/or change your security level click on the File tab, Options; then select Trust Center, click Trust Center Settings...; finally select Macro Settings. (See the following screen shots.)



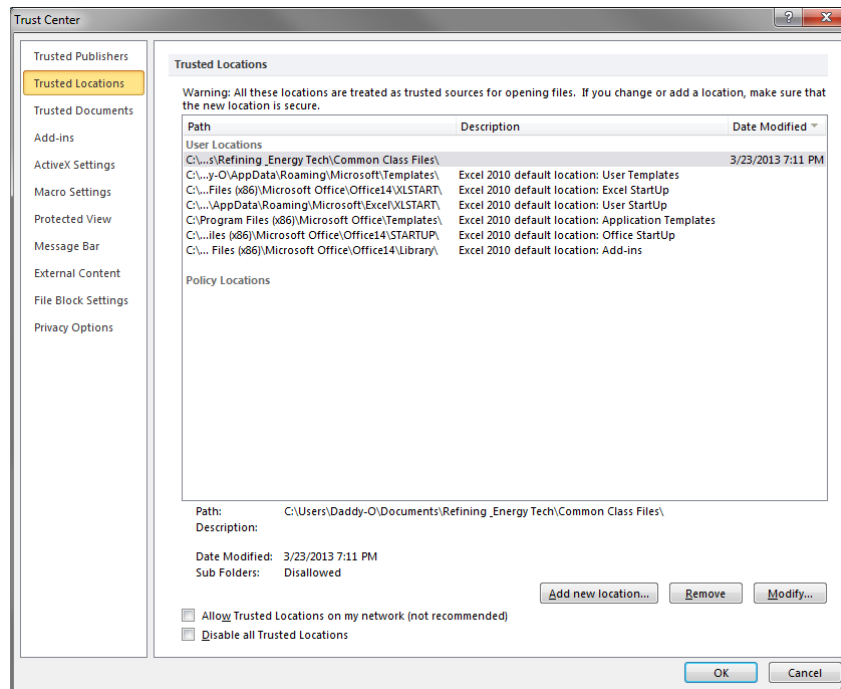


There are multiple options for handling macros in a spreadsheet. The one shown above, Disable all macros with notification, gives the most flexibility between being able to run macros with security of not allowing unexpected macros to run automatically. When this option is chosen, you will have to explicitly give permission to run a spreadsheet containing a macro. After opening a spreadsheet with one or macros you will get a security warning (see the following screen shot). Selecting Enable Content will allow you the macros to run.



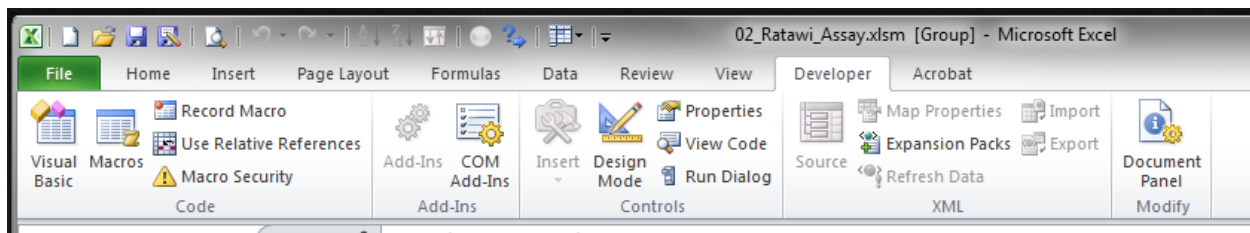
Excel 2007 introduced & Excel 2010 continues another option to control what macros can start automatically, that of Trusted Locations. These locations can also be set in the Trust Center. This location can be reached by clicking on the File tab, Options; then select Trust Center, click Trust Center Settings...; finally select Trusted Locations. Several locations are set by default when Excel 2010 is installed. Others can be added (such as "C:\Users\Daddy-O\Documents\Refining & Energy Tech\Common Class Files" in the following screen shot). The use of Trusted Locations should be used with care; one might want to open up

spreadsheets received from others in a non-trusted location first to ensure that malicious code has not been attached to the spreadsheet.

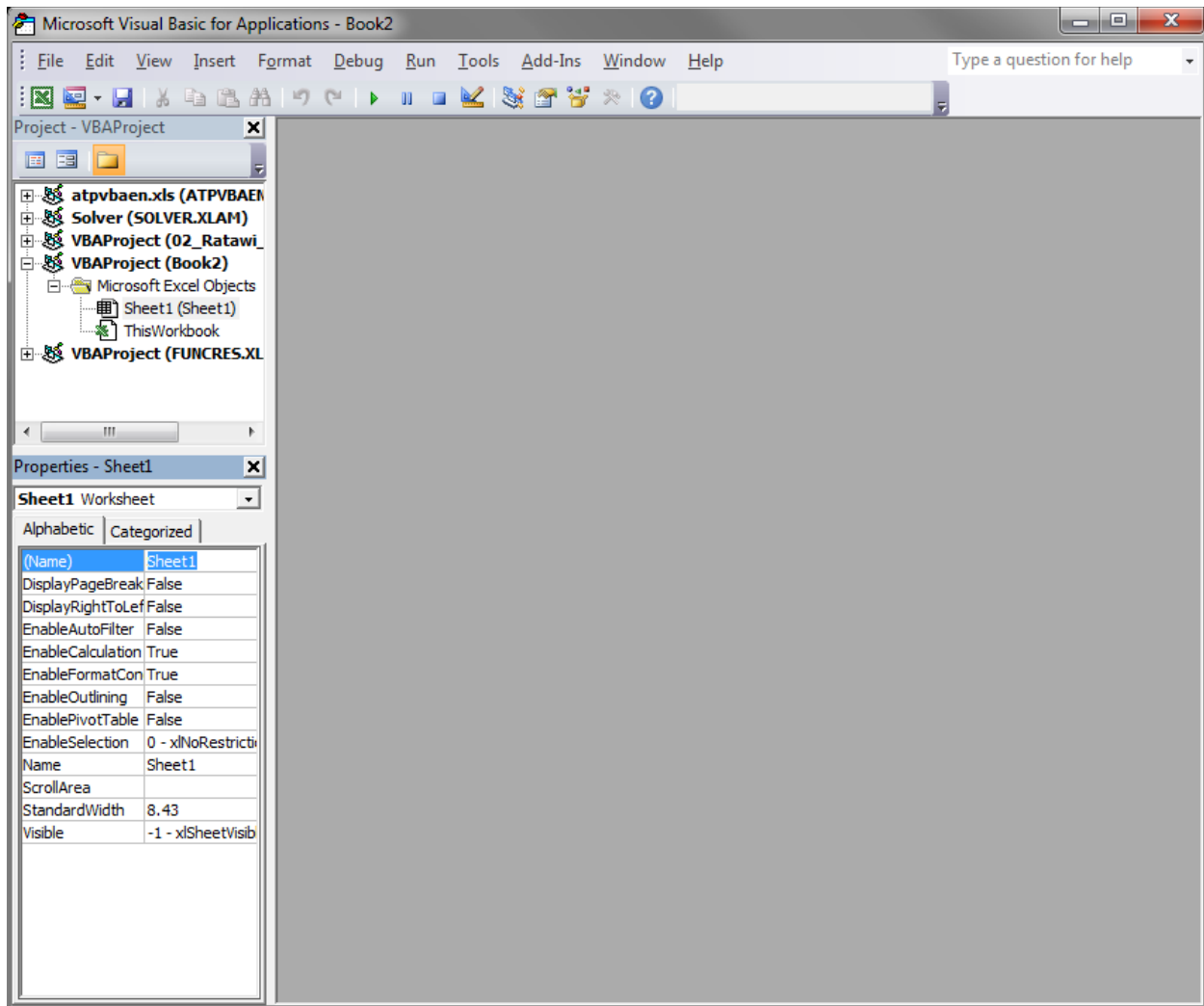


The actual process to import the code has multiple steps:

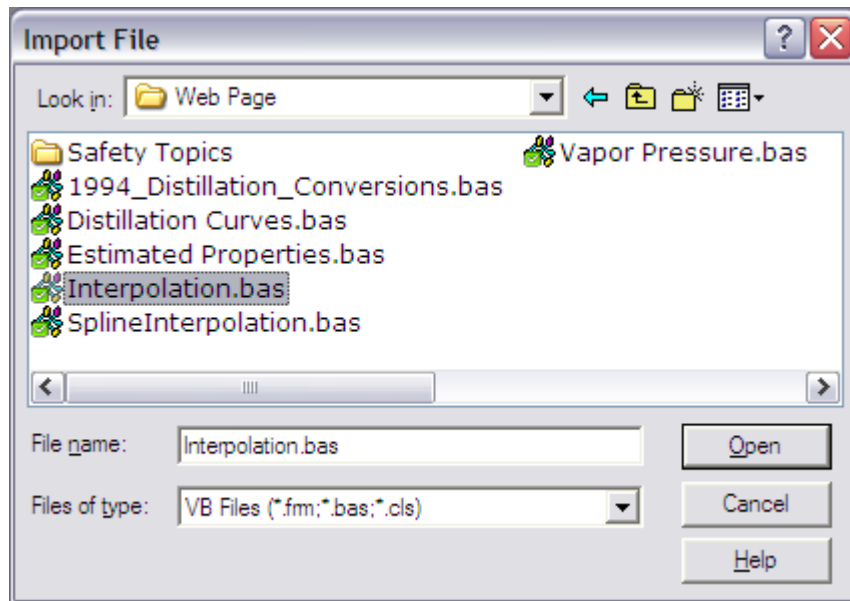
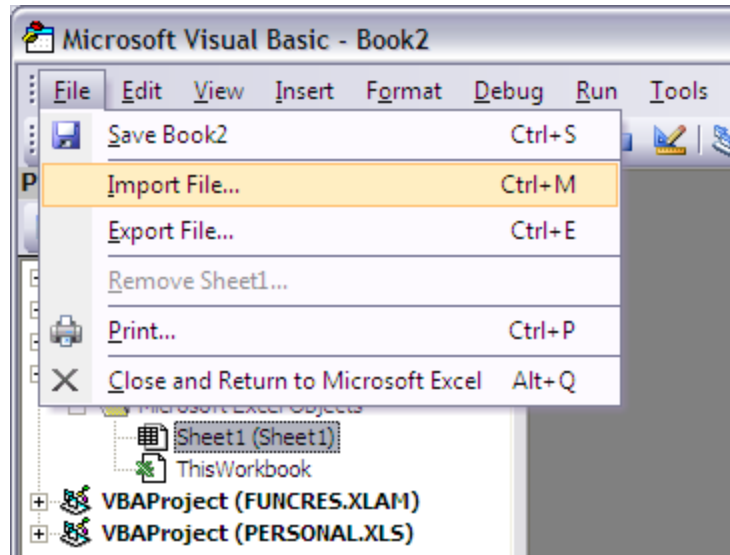
1. Open the Macro Editor. Click on the Developer tab & Visual Basic button. (A shortcut to do this is press Alt-F11.)



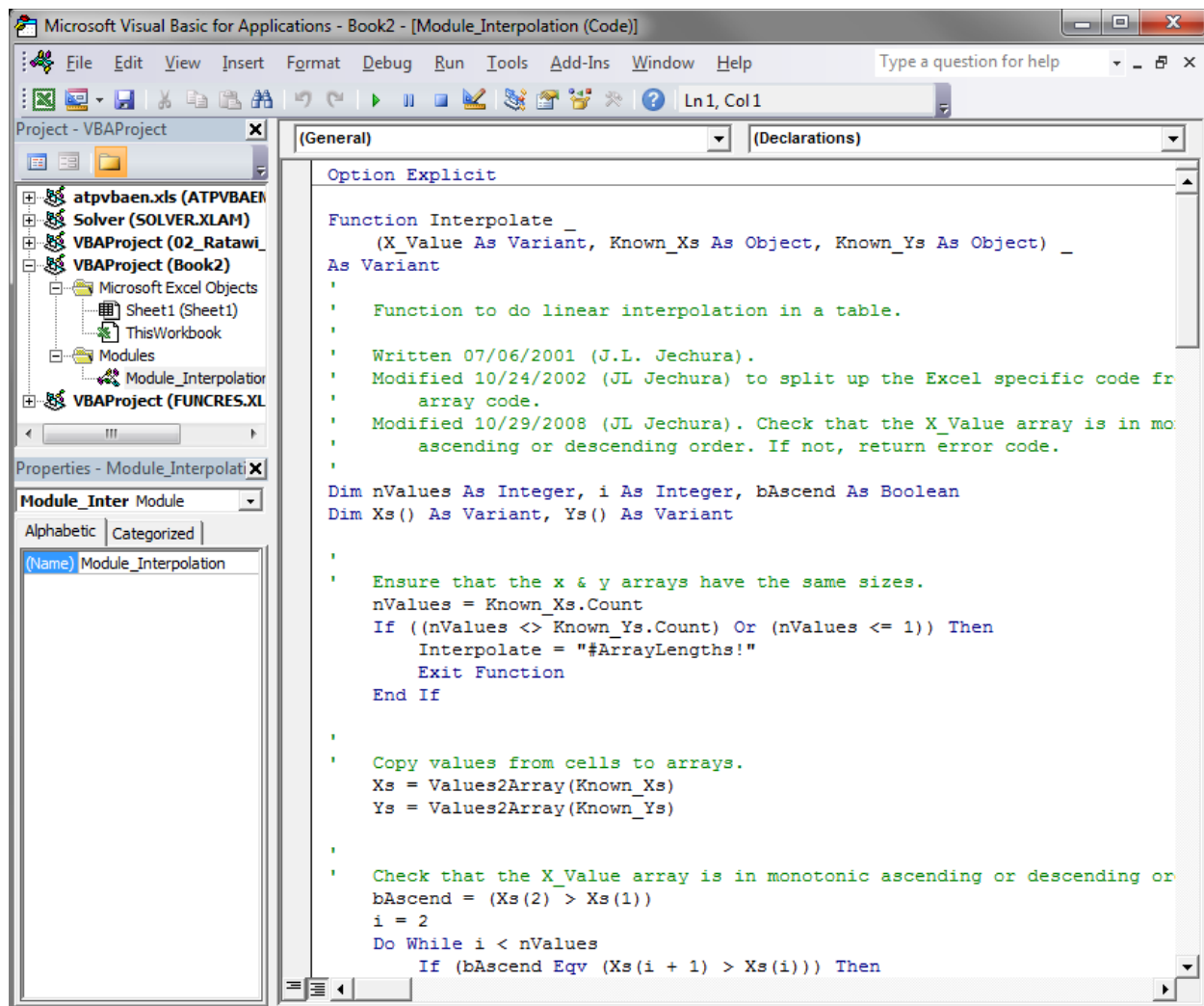
2. Once in the macro editor, ensure that that your current spreadsheet is active. In the Project Explorer pane ensure that your spreadsheet of interest is highlighted. (If the Project Explorer pane is not visible, click on View, Project Explorer or press the shortcut key combination, Ctrl+R.)



3. Import the macro as a .BAS file. Click on File, Import File.... When the File Open dialogue box opens, find the file of interest, highlight, and click Open.



4. Once the file has been opened you should be able to double-click on the Module's name in the Properties window & see the code in the editor window.



5. Once back in Excel the public functions in the Basic module are now available under the User Defined category when inserting a function (either by pressing Insert Function in the Formulas tab or the More Functions... in the AutoSum button).

