REHMANN MACRO BOOK

Users Guide

Last Updated 05/31/2012

These instructions have been created to assist with the installation and use of the Rehmann Macro Book, which adds several time saving options to Excel's already impressive feature set. One general caveat to note is that in most cases, it is not possible to use Excel's undo feature after running a macro. Accordingly, it is important to familiarize yourself with the function of each macro in advance, and to save your work frequently.

Table of Contents

A. Installing the Macro Book 3

1. *Close any open copies of Excel* 3
2. *Save the file "Macro Book.xla" to the Add-ins directory* 3
3. *Open Excel from the Start Menu* 3
4. *Open the Add-ins Dialog* 3
5. *Enable the Macro Book* 4
6. *Reset the Macro Book toolbar* 4
7. *Confirm the installation was successful* 5
8. *Troubleshooting a failed installation* 5

B. Keyboard Shortcuts 6

1. *Text Alignment* 6
2. *Indent Text* 6
3. *Merge and Unmerge* 6
4. *Row Height* 6
5. *Cell Borders* 7
6. *Number Formatting* 7
7. *Font Colors and Cell Shading* 7
8. *Tickmarks* 7
9. *Copy / Paste* 7
10. *AutoFilter* 8
11. *Navigation* 8
12. *Print Macro* 8
13. *Insert Equals Sign* 8
14. *Toggle the PivotTable toolbar* 8

C. Menu Based Macros 9

1. *AutoFit Row Heights – Entire Sheet* 9
2. *AutoFit Row Heights – Selection [CTRL+SHIFT+A]* 9
3. *Change Case…* 9
4. *Copy to Clipboard… [CTRL+SHIFT+X]* 9
5. *Create Table of Contents* 10
6. *Format Workpaper Reference [CTRL+SHIFT+W]* 10
7. *Insert Equals Sign in Formulas [CTRL+Q]* 10
8. *Insert Hyperlinks [CTRL+SHIFT+K]* 10

9. Insert Path in Header/Footer… *10*
10. Insert Tickmark… [CTRL+SHIFT+T] *11*
11. Jump to sheet… [CTRL+SHIFT+J] *11*
12. List Range Names and Links *12*
13. Lotus 1·2·3 Fixer *12*
14. Page Setup Print Black & White *12*
15. Page Setup Print Quality *13*
16. Print Macro… [CTRL+SHIFT+P] *13*
17. Refresh All PivotTables *13*
18. Reorder Sheets… *14*
19. Round Cell Values… *14*
20. Round Cell Formulas… *14*
21. Round to Thousands *14*
22. Set Page Break Preview *15*
23. Sheets to Home *15*
24. Styles - Financials *15*
25. Styles - Workpapers *15*
26. Trim Text *15*
27. Unhide Rows and Columns *15*

D. Requests for Additional Features 16

REHMANN MACRO BOOK

Users Guide

Last Updated 05/31/2012

A. Installing the Macro Book

The Macro Book is an Excel Add-in. Add-in files are different than regular Excel documents, and have an *.xla extension. These files should not be opened directly or double-clicked, as doing so will cause Excel to attempt to open the file in the wrong manner, and may require

1. *Close any open copies of Excel*

   Before attempting to install or update the Macro Book, please close any open copies of Excel. Failure to do so may cause the installation to be unsuccessful.

2. *Save the file "Macro Book.xla" to the Add-ins directory*

   The file "Macro Book.xla" may be found on MyRehmann. Select Practice Areas, Assurance, Governmental Documents, and finally, the Rehmann Macro Book for Excel. There is a ZIP archive containing the file "Macro Book.xla". Do not open this file directly. Instead, drag the file "Macro Book.xla" to the following directory:

   %appdata%\microsoft\addins

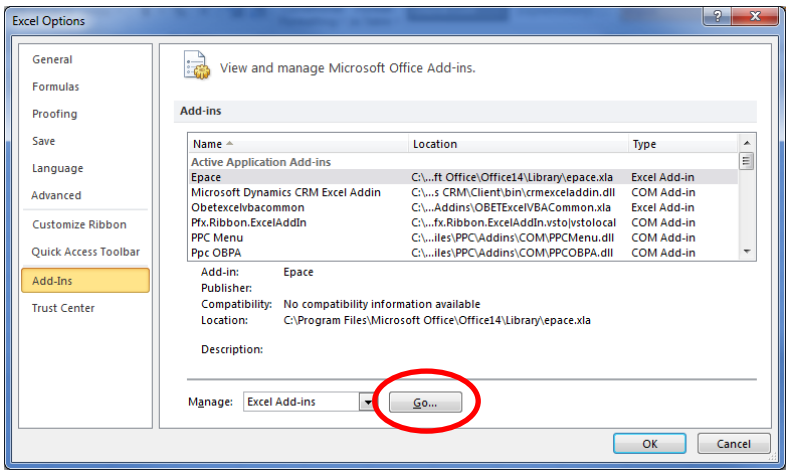
   [Note: this may not look like a valid directory name, but it is… when typed into a Windows Explorer address bar, it will open the target folder]

3. *Open Excel from the Start Menu*

   This is typically found at Start, All Programs, Microsoft Office

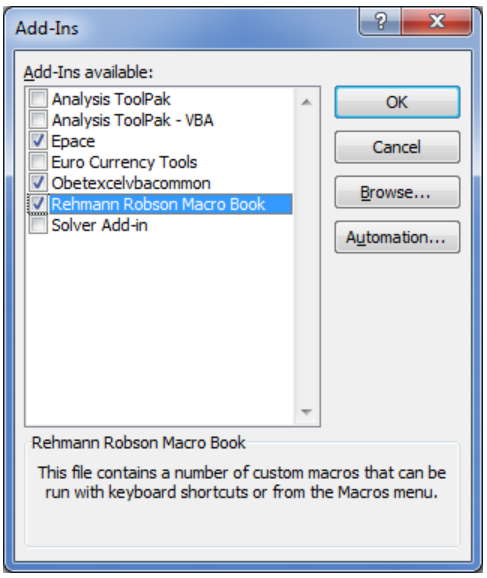
4. *Open the Add-ins Dialog*

   In Excel 2010, click on File and then Options (in Excel 2007, click the Office button and select Excel Options). Click on Add-Ins on the left. At the bottom of the screen, select Manage "Excel Add-Ins", and click Go…



5. *Enable the Macro Book*

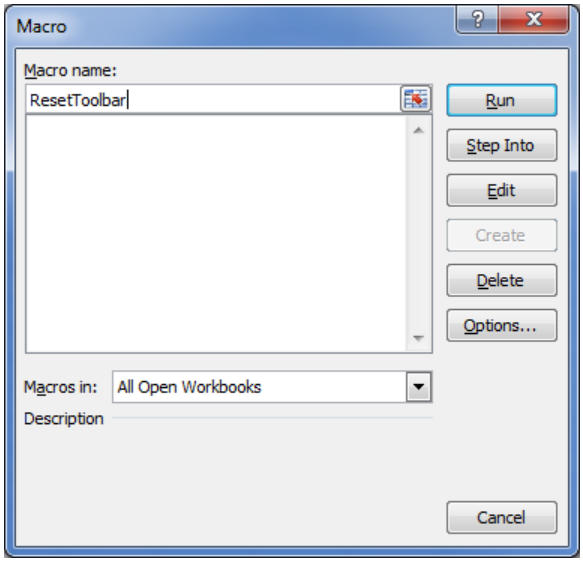
You should see "Rehmann Robson Macro Book" on the list of available Add-Ins. Make sure the box next to it is checked, and click OK.



6. *Reset the Macro Book toolbar*

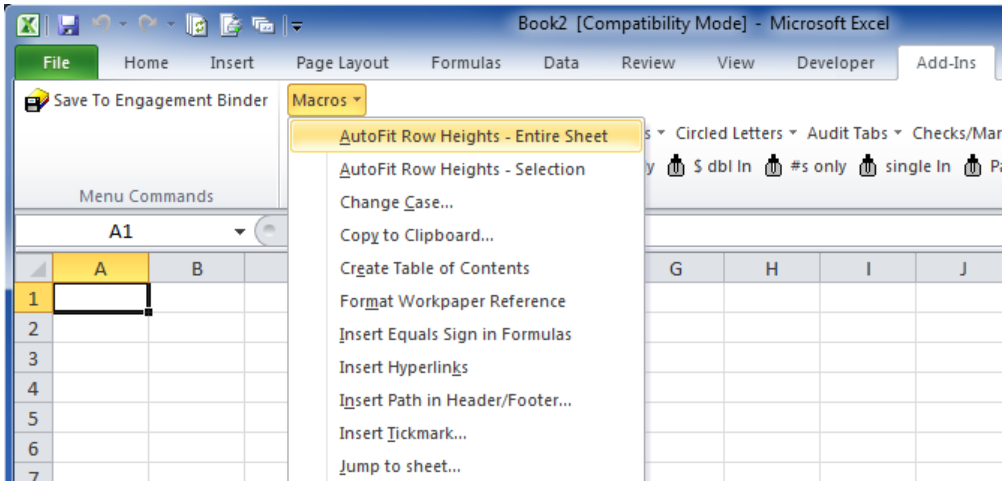
If this is the first time you have installed the Rehmann Macro book, you will need to manually reset the toolbar to access all of the menu commands.

Press ALT+F8 to launch the macro command dialog. Type "ResetToolbar" (no quotation marks or spaces) and press enter.

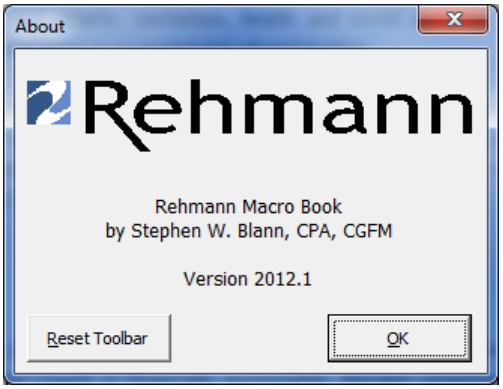


7. *Confirm the installation was successful*

The Excel Macros can now be found on the "Add-Ins" ribbon (one of the last options).



When properly installed, you should be able to click on "About the Rehmann Macro Book" from the Macros menu, and see the following:



8. *Troubleshooting a failed installation*

In the unlikely event that the installation was not successful, close Excel, locate and delete any copies of "Macro Book.xla" on your computer, and start over from step 1. If you are still experiencing difficulties, please submit a help ticket to the Global Service Desk.

B. Keyboard Shortcuts

Excel comes pre-populated with many keyboard shortcuts to make data input more efficient. The Rehmann Macro Book adds a significant number of enhancements to these built-in options. A complete list of keyboard shortcuts (including the built-in options) is provided in Appendix A to this guide.

1. *Text Alignment*

   These keyboard shortcuts were added to mimic the shortcuts built into Microsoft Word:

Shortcut	Action
CTRL+L	Left Align
CTRL+E	Center Align
CTRL+R	Right Align
CTRL+J	Justify Text
CTRL+SHIFT+E	Center Across Selection

2. *Indent Text*

   These keyboard shortcuts increase or decrease the left indentation of text within a cell without using spaces:

Shortcut	Action
CTRL+SHIFT+L	Indent to the left
CTRL+SHIFT+R	Indent to the right

3. *Merge and Unmerge*

   These keyboard shortcuts merge cells (with top vertical alignment and wrapped text) and unmerge cells (with bottom vertical alignment and no wrapped text):

Shortcut	Action
CTRL+M	Merge cells
CTRL+SHIFT+M	Unmerge cells

4. *Row Height*

   These keyboard shortcuts adjust the row height of the selected cells in increments of the standard row height for the current worksheet:

Shortcut	Action
CTRL+SHIFT+I	Increase row height
CTRL+SHIFT+D	Decrease row height
CTRL+SHIFT+A	Auto-fit row height

5. *Cell Borders*

These keyboard shortcuts apply cell borders to apply single or double underlines and single overlines on the selected range:

Shortcut	Action
CTRL+SHIFT+U	Cell Underline
CTRL+SHIFT+O	Cell Overline

6. *Number Formatting*

These keyboard shortcuts apply a number format to the selected cells:

Shortcut	Action
CTRL+D	Date
CTRL+SHIFT+G	General Number

7. *Font Colors and Cell Shading*

These keyboard shortcuts apply a color formats to the selected cells:

Shortcut	Action
CTRL+SHIFT+B	Cycle Font Color
CTRL+SHIFT+W	WP Ref (Bold Red)
CTRL+SHIFT+Y	Yellow Highlight

8. *Tickmarks*

These keyboard shortcuts insert various tickmarks:

Shortcut	Action
CTRL+SHIFT+T	Tickmark Menu
CTRL+SHIFT+C	Checkmark / X-mark
CTRL+SHIFT+N	Circled Numbers

9. *Copy / Paste*

These keyboard shortcuts assist in the copying and pasting of data:

Shortcut	Action
CTRL+F	Paste Formulas
CTRL+SHIFT+V	Paste Values
CTRL+SHIFT+X	Copy to Clipboard Menu

10. AutoFilter

These keyboard shortcuts toggle the AutoFilter command:

Shortcut	Action
CTRL+SHIFT+F	Filter on Selection
CTRL+SHIFT+Z	Filter off Selection
CTRL+SHIFT+S	Show All

11. Navigation

These keyboard shortcuts provide alternatives to navigating a large Excel file by jumping directly to any worksheet from a list, or by inserting named range bi-directional hyperlinks:

Shortcut	Action
CTRL+SHIFT+J	Jump to Sheet
CTRL+SHIFT+K	Insert Hyperlink

12. Print Macro

This keyboard shortcut displays the Print macro menu, which allows the user to select with worksheet(s) to select and print. It can also be used to select sheets without printing:

Shortcut	Action
CTRL+SHIFT+P	Print Macro

13. Insert Equals Sign

This keyboard shortcut corrects formulas that were input without a preceding equals sign:

Shortcut	Action
CTRL+Q	Insert Equals Sign

14. Toggle the PivotTable toolbar

This keyboard shortcut turns the PivotTable toolbar on and off:

Shortcut	Action
CTRL+T	Toggle PivotTable Toolbar

Users Guide

Last Updated 05/31/2012

C. Menu Based Macros

Certain macros are not assigned a keyboard shortcut, and may be accessed through the Macros toolbar on the Add-ins ribbon.

1. *AutoFit Row Heights - Entire Sheet*

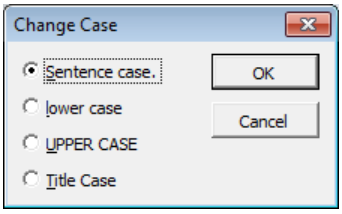
   This macro attempts to auto-fit the row height of all cells on the current worksheet. Note that this will also unhide any hidden rows.

2. *AutoFit Row Heights - Selection* *[CTRL+SHIFT+A]*

   This macro attempts to auto-fit the row height of all cells within the current selection. For unmerged cells, this is equivalent to double-clicking while the mouse is hovered over a row header to resize the row height. However, in the case of merged cells with wrapped text, Excel defaults to a single line tall. The macro compensates for that, and can be used to automatically resize rows to the appropriate height for multi-line wrapped text in merged cells.

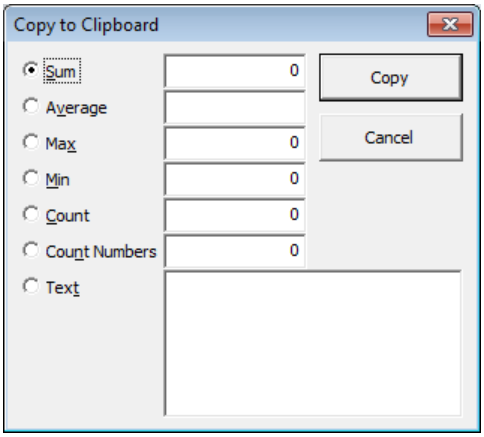
3. *Change Case…*

   This macro launches the Change Case menu, which allows the user to specify the kind of change desired.



4. *Copy to Clipboard…* *[CTRL+SHIFT+X]*

   This macro launches the Copy to Clipboard menu, which allows the result of several different operations to be copied directly to the Windows clipboard without first creating a formula. In the case of text, multiple cells are strung together into a single sentence with appropriate spaces.



5. *Create Table of Contents*

This macro will create a new worksheet named "TOC" with a list of each worksheet in the current workbook. Each worksheet's name is hyperlinked to that sheet, so the table of contents can be used as a launching point when opening the file.

6. *Format Workpaper Reference* *[CTRL+SHIFT+W]*

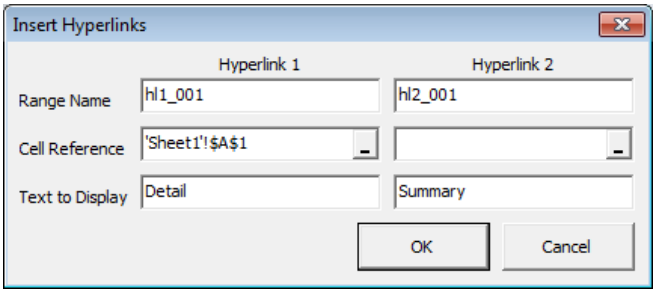
This macro sets the font of all selected cells to bold and red to indicate a workpaper reference.

7. *Insert Equals Sign in Formulas* *[CTRL+Q]*

This macro scans the contents of all selected cells, and adds an equals sign to the beginning of each cell's contents, where appropriate. Empty cells, and those already containing an equals sign are skipped. This can be helpful when a long string of numbers have been entered without a preceding equals sign, so Excel is evaluating the input as text, rather than a formula. The macro works on single cells or large ranges.

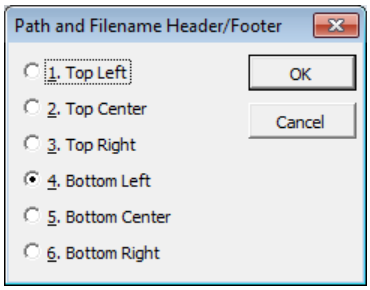
8. *Insert Hyperlinks* *[CTRL+SHIFT+K]*

This macro launches the Insert Hyperlinks menu, which allows for rapid creation of named range bi-directional hyperlinks. These hyperlinks will continue to work even rows or columns are added or deleted, or if they are cut and pasted to a different location. The text to display at each end of the hyperlink will retain the existing cell contents, if present.



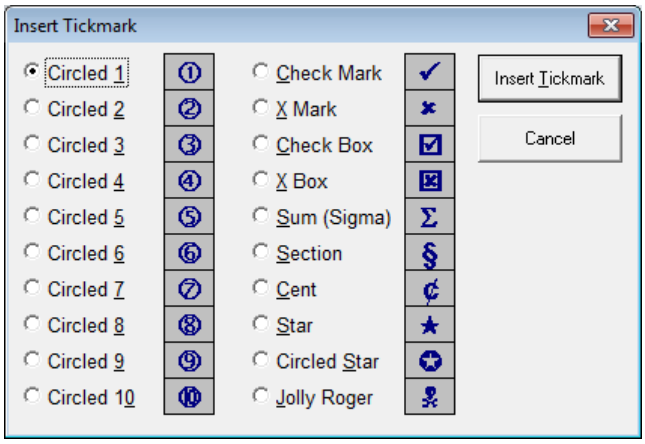
9. *Insert Path in Header/Footer…*

This macro launches the Insert Path in Header/Footer menu, which allows the user to hard code the current path and filename into an Excel file. Note that this data will not update automatically, if the file is later moved to a different location. However, the macro can be rerun as necessary.



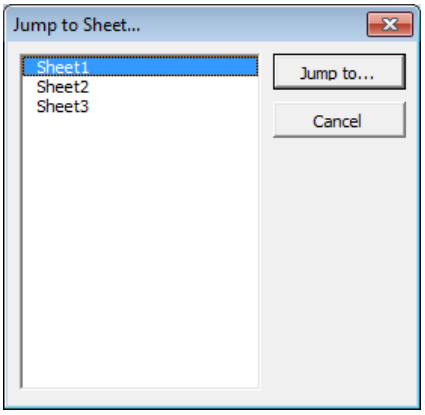
10. Insert Tickmark… *[CTRL+SHIFT+T]*

This macro launches the Insert Tickmark menu, which allows the user to select one of twenty different tickmarks. These tickmarks actually replace the cell contents, and so can be used in formulas (such as =SUMIF), unlike floating graphic tickmarks.



11. Jump to sheet… *[CTRL+SHIFT+J]*

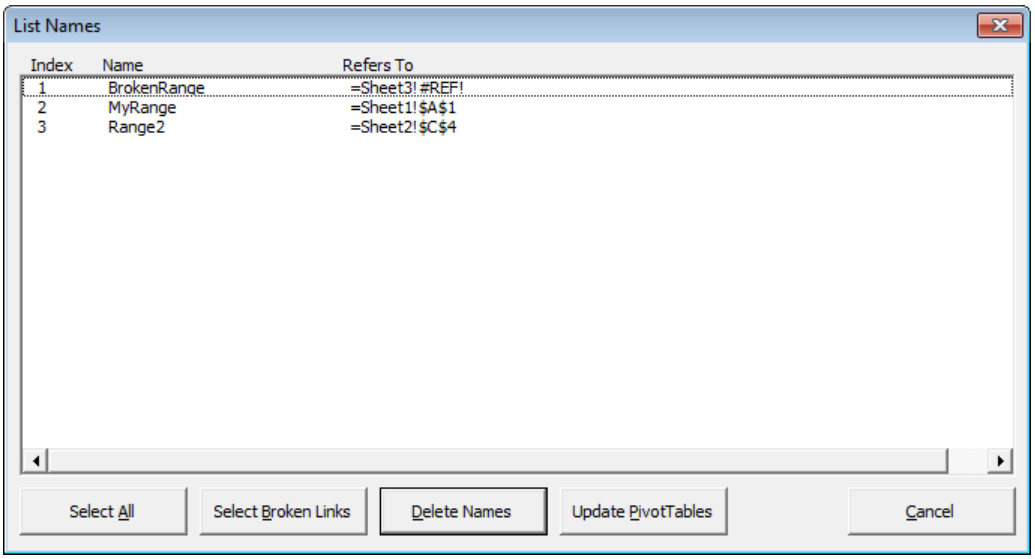
This macro launches the Jump to Sheet menu, which allows the user to quickly select and go to a particular worksheet. This is most useful when there are more worksheets than be displayed at once at the bottom on the screen.



12. List Range Names and Links

This macro launches the List Names menu, which allows the user to view all the named ranges in an Excel file, and to delete those that are no longer needed (including an option to instantly identify and delete all broken links caused by deleted cells and worksheets). This macro is especially helpful for older files that may have accumulated many broken links over the years as various tabs were copied from other files.

If run from a governmental trial balance file with a named range "TrialBal", the Update PivotTables button will search all open files for PivotTables linked to that range and update the file name automatically. This can be used when a PivotTable loses its connection to the trial balance.

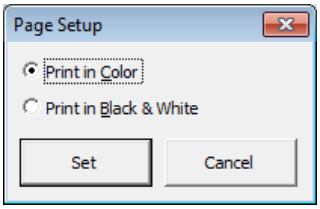


13. Lotus 1·2·3 Fixer

This is a legacy macro that will fix various formatting issues typically caused by conversion of a *.wk1 or *.wks file to Excel.

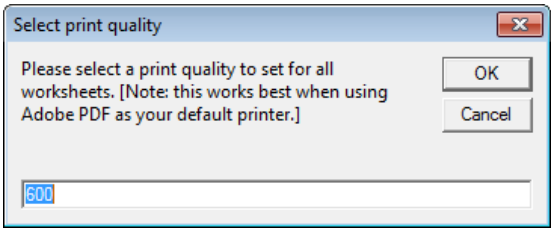
14. Page Setup Print Black & White

This macro will launch the Page Setup menu, which allows the user to set all worksheets in a file to print in color or in black & white. This is preferable to selecting all the worksheets and making the change manually, as other settings may be inadvertently changed using that method.



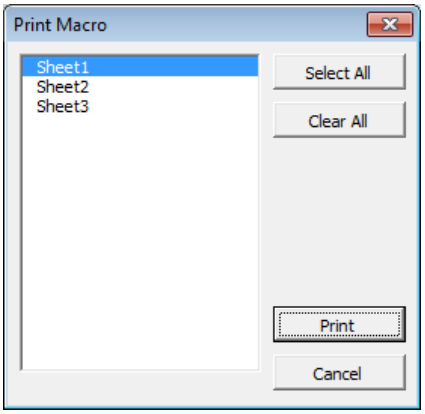
15. Page Setup Print Quality

This macro will launch the Print Quality menu, which allows the user to select the DPI setting for all worksheets in a file. This is useful when trying to print to PDF results in multiple PDFs (meaning that different worksheets have different print quality settings).



16. Print Macro… *[CTRL+SHIFT+P]*

This macro will launch the Print Quality menu, which allows the user to choose which sheets to select. Clicking the Print button highlights all of the selected sheets in group mode and launches Excel's built-in print menu. This macro can also be used as a convenient way of grouping sheets without printing by canceling the Excel print menu. Please note that you will still be in grouped sheet mode after this macro runs, so use caution to not make unintended changes to multiple sheets at once.

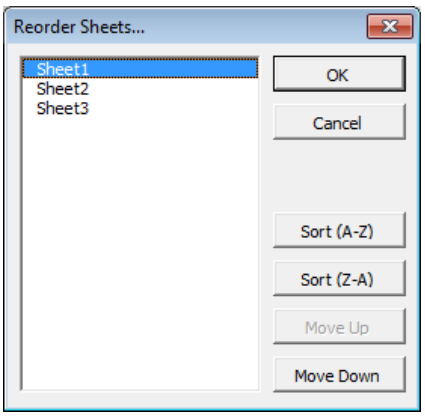


17. Refresh All PivotTables

This macro will refresh every PivotTable in every open Excel file.

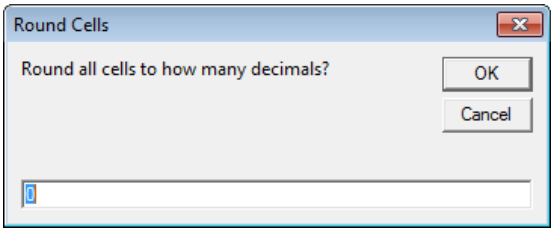
18. Reorder Sheets…

This macro will launch the Reorder Sheets menu, which allows the user to alphabetize or otherwise rearrange the worksheets in a file from a convenient window.



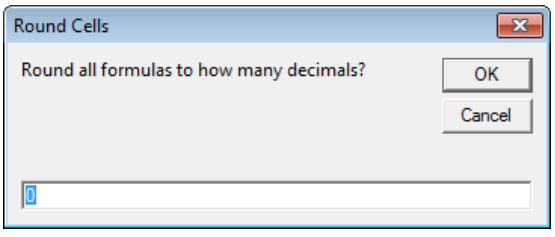
19. Round Cell Values…

This macro launches the round cells menu, and asks the user how many decimals to round the cell contents to. All selected cells are replaced with a single number with the requested number of decimals. Any formulas are permanently lost.



20. Round Cell Formulas…

This macro launches the round cells menu, and asks the user how many decimals to round the cell formulas to. The formulas in all selected cells are modified by placing an =ROUND function around the existing cell contents. All previous cell contents are retained within the =ROUND formula.



21. Round to Thousands

This macro automatically rounds all cell contents to the nearest thousand and expresses the results in thousands. All selected cells are replaced with a single number with the new value. Any formulas are permanently lost.

22. Set Page Break Preview

This macro sets the page view of all worksheets in a workbook to match the active worksheet. If the active worksheet is in page break preview, all of the other worksheets will be set to match. Similarly, if page break preview is turned off (normal view), all of the other worksheets will be set to match.

23. Sheets to Home

This macro cycles through each worksheet in the current file and sends the CTRL+HOME command (which positions the cursor at cell A1, or the top-leftmost cell if there are frozen panes). The macro ends on the first worksheet in the file. This macro is useful for getting a file ready to save, so the next time it is opened all of the worksheets are properly aligned.

24. Styles - Financials

This macro deletes all named styles in a workbook, and rebuilds just those styles used for preparing financial statements in the new ABC format.

25. Styles - Workpapers

This macro deletes all named styles in a workbook, and rebuilds just those styles used for preparing workpapers.

26. Trim Text

This macro removes any preceding or trailing spaces in the selected cells. Spaces between words are not affected. Formulas (both text and numeric) are replaced with their values, and the original formulas are permanently lost. This macro is helpful for cleaning imported data with extra spaces, for formatting financial statements with indents instead of manual spaces, and for quickly converting a collection of cells to their values without having to copy and then paste as values (e.g., in a non-contiguous block of cells).

27. Unhide Rows and Columns

This macro displays all hidden rows and columns on a worksheet.

D. Requests for Additional Features

The Rehmann Macro Book has been updated many times since it was first developed in the late 1990s. If you have a request for a specific macro not currently contained in the Rehmann Macro Book, please email your suggestion to Stephen Blann in the Grand Rapids office.

Appendix A - Keyboard Shortcuts in Microsoft Excel

(Including the Custom Rehmann Macro Book)

Ctrl+	Description	Ctrl+ Shift+	Description
A	Select all cells on a worksheet	A	AutoFit row height
B	**Bold**	B	Cycle text blue, red, black
C	Copy	C	Insert a checkmark (✓) or x-mark (✗)
D	Apply the short date format	D	Decrease row height
E	Center cell contents	E	Center across selection
F	Find [or] Paste formulas only	F	Filter on the current selection
G	Goto (F5)	G	Apply the general number format
H	Find and Replace	H	
I	*Italics*	I	Increase row height
J	Justify align cell contents	J	Jump to Sheet Macro
K	Insert a hyperlink	K	Insert Hyperlinks Macro
L	Left align cell contents	L	Move the text indent left
M	Merge cells	M	Unmerge cells
N	Create a new workbook	N	Insert circled numbers (①)
O	Open a file	O	Cycle through overline cell borders
P	Print	P	Print Macro
Q	Insert the equal sign (=) to a cell	Q	
R	Right align cell contents	R	Move the text indent right
S	Save	S	Show all (unfilter)
T	Display/hide the PivotTable toolbar	T	Insert Tickmark Macro
U	Underline	U	Cycle through underline cell borders
V	Paste	V	Paste values only
W	Close the current file	W	**Apply the workpaper reference format**
X	Cut	X	Copy to Clipboard Macro
Y	Redo	Y	Apply a yellow cell highlight
Z	Undo	Z	Filter excluding the selection
1	Format cells	1	Apply 2 decimal number format
2	**Bold**	2	Apply time format
3	*Italics*	3	Apply the medium date format
4	Underline	4	Apply currency format
5	~~Strikethrough~~	5	Apply percent format
6	Display/hide objects	6	Apply scientific notation format
7	Display/hide the Standard toolbar	7	Apply cell borders
8	Display/hide outline symbols	8	Select all contiguous cells
9	Hide rows	9	Unhide rows
0	Hide columns	0	Unhide columns

Note: These are simply a few of the many keyboard shortcuts available in Excel.
For a complete list, consult the online help menus.