

Big Mac, Hold the Fries

Automating Routine or Tedious Excel Tasks with Macros

Anyone who works with Microsoft Excel spreadsheets has had to repeat a number of common tasks with many or all the spreadsheets. One of these tasks is to add headers and footers to your printed spreadsheet. Most headers and footers include some unchanging information, like your department name, and some automatically generated information, like the date and the page number, but they also include other information that changes from one sheet to the next. Here's a shortcut or macro that should make header and footer setup tasks (and others like it) much easier.

Your MS Excel program has a "personal.xls" spreadsheet containing any macros or VBA code that you have saved for use with any spreadsheet. The secret to the shortcut is to create a macro, save it in your "personal.xls" spreadsheet, edit it using some basic visual basic for applications (VBA) code, and then run it with a shortcut key each time the occasion warrants. Here's how it works:

UNHIDE THE PERSONAL WORKSHEET: On the **Window** menu, point to **Options** then **Unhide** and then choose "**Personal.xls**" from the pop-up box. That's the sheet where you keep macros and code that you can access from other spreadsheets. If you don't have a personal.xls sheet create one by saving a blank spreadsheet to your C:\program files\Microsoft office\office\start directory. Name it "personal.xls."

CREATE A MACRO: With your personal.xls sheet visible, point to the **Tools** menu, point to **Macro**, and click **Record New Macro**. From the pop-up box, choose a descriptive title for the macro, a one-character shortcut key for running the macro, in the "Store macro in" drop-down box, choose "Personal Macro Workbook," provide a brief description of what the macro is intended to do, and then click **OK**. Create a Header as you normally would by going to the menu and choosing **File**, then **Page Setup, Header/Footer, Custom Header** and typing the header you want in the center header section. In this example, I created a centered header with the text, "Title." Then create a footer as you normally would

by going to the menu and choosing **File, Page Setup, Header/Footer** and typing the footers you want in the left and right hand footer sections.

In this example, I called the macro macHeaderFooter; I chose the letter 'n' for the shortcut; I typed in "Source: " pressed **ENTER** and typed "Office of Institutional Research and Planning (" I then clicked on the **Date icon** to drop in the date automatically and then typed ")" to finish the left footer.

To create the right footer, I typed "Page " clicked on the **Page icon**, typed " of " and clicked on the **Pages icon**; and then clicked **Done** to finish the footer. I then clicked the **Stop Macro** square button to end the macro.

Figure 1: macHeaderFooter Code

```
Sub macHeaderFooter()  
' macHeaderFooter Macro  
' Macro recorded 10/15/2002 by Donald Quirk  
' Keyboard Shortcut: Ctrl+n  
    With ActiveSheet.PageSetup  
        .CenterHeader = "Title"  
        .LeftFooter = "Source:" & Chr(10) & "Office of  
Institutional Research and Planning (&D)"  
        .RightFooter = "Page &P of &N"  
    End With  
End Sub
```

At this point, you should have a stock macro (shown in Figure 1 above) to run each time you want to create the same header and footer information.

EDIT THE MACRO CODE: But you want some information in your header and footer to change from one sheet to another, so, you will need to edit the macro code that you've placed in the personal.xls spreadsheet. On the **Tools** menu, choose **Macro**, then **Macros....** Choose the name of the macro you want to edit in the personal.xls and then click on **Edit**. At this point, you will see that you've opened the Microsoft Visual Basic Editor. This is the place where you want to add two pop-up boxes, one to prompt you for the title that you want to give your spreadsheet and the second to prompt you to enter the source of the data that you are using.

(You'll probably find that Excel has added lines of code;

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these correspond to the standard or default page setup of your spreadsheet. You may simply ignore or delete them from the code.)

The code for the two input boxes I inserted into this macro appear in the **blue-bold** text in the top half of Figure 2 below.


Figure 2: Edited macHeaderFooter Code

```

Sub macHeaderFooter()
' macHeaderFooter Macro
' Macro recorded 10/15/2002 by Donald Quirk
' Keyboard Shortcut: Ctrl+n
ReportTitle = InputBox("Enter the name of this report", "Name Input Tool")
NameOfSource = InputBox("Enter the data source for this report", "Source Input Tool")
    With ActiveSheet.PageSetup
        .CenterHeader = ReportTitle
        .LeftFooter = "Source: " & NameOfSource & Chr(10) & "Office of Institutional Research and Planning (&D)"
        .RightFooter = "Page &P of &N"
    End With
End Sub

```

The final changes (marked in **red-bold**) that I made was to substitute the object, ReportTitle, for the text "Title" in the center header and to add (&) the object, NameOfSource to the end of the first line of the left footer text "Source:". You can then close the macro editor, save the personal.xls file, and hide the personal.xls file to complete the task.

TEST YOUR CODE: To test the macro, press CTRL+n to run. If you have some text or data in the active spreadsheet, you can choose print preview to see how it would look as printed output. 

Do you have some technical secrets, favorite codes, or tricks of the trade?

How about submitting them to the Spring IAIR Newsletter?

THE IAIR NEWSLETTER

This newsletter is a publication of the Illinois Association of Institutional Research (IAIR). It is intended to provide information on issues and events important to members of the Association. It is produced semi-annually in October and May. The newsletter is now published exclusively in electronic form. The electronic form may be accessed via the Internet on the IAIR website at: <http://www.ppsis.ilstu.edu/IAIR/default.asp>

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part of the show, there's still time. We are looking for a couple more facilitators.


In case you didn't notice, the IAIR annual membership fee is not included in the conference registration fee. All conference attendees must pay the IAIR membership fee of \$10. This fee covers membership from December 1, 2002, to November 30, 2003. If you are attending the Conference, a pre-addressed envelope and a membership application form will be available at the registration area. If you are unable to attend, you may renew your membership by completing and returning the membership application.

Check out the website for registration forms, a preliminary program, and directions to the Hawthorn Suites. <http://www.ppsisilstu.edu/IAIR/>

See you in a couple weeks!

George and Amy 

Taking in the Spring AIR?

The AIR 2003 Forum is scheduled for May 18-21 in Tampa, Florida, at the Tampa Marriott Waterside. This year's theme is *Changing Our Attitudes--Expanding Our Latitudes*. Check out the AIR web site at <http://airweb.org> for details. While you're there, you may also want to look over the research grant opportunities offered through AIR. 

A LETTER FROM THE PRESIDENT

Dear Colleagues,

It is time again to get our bags ready to attend our annual Forum in Champaign, Illinois (November 7-8). Our Program Chair, George Johnston, and Associate Program Chair, Amy Edwards, have been working hard over the last year planning and making the necessary arrangements for the success of the conference. There will be numerous papers, presentations, and ideas to share with each other. In addition, the fall conference always has been an excellent way to get to know each other and to share projects and methodologies with our peers.

I want to take this opportunity to welcome the new IAIR members. You will find that the members of the

Comings and Goings

Helen Campbell has left the Office of Institutional Research and Planning at McHenry County College; however, she's only moved down one floor and around a corner or two. She is now the Degree Audit Specialist in MCC's Office of Financial Aid and Records. We'll miss her judgment, skill and fine eye for detail. She may still be reached at hcampbel@mchenry.edu or at (815) 455-8945.

Steve Cordagan has moved from his position at IMSA to DeVry University where he now serves as Director of Research and Assessment. More importantly, Steve's second child was born September 16. Stephen Joseph was 7 lbs. 4 oz. and 20".

Janine Hicks is the Interim Director of Institutional Research at the University of St. Francis in Joliet. She may be reached at jhicks@stfrancis.edu or at (815) 740-3807.

Kim Van Der Linden has joined the staff of the Research and Planning office at College of DuPage as a Research and Planning Analyst. Kim is completing her doctoral degree in Higher, Adult, and Lifelong Education from Michigan State University. She may be reached at kvander@cdnet.cod.edu or at (630) 942-3890.

Got news about new staff, positions, changes, honors? Pass it on for inclusion in the IAIR Newsletter dquirk@mchenry.edu. 

association are a group of colleagues who are always willing to assist or lend a helping hand.

In November, we will be electing new officers of the Association. My term as IAIR President will end in November. The Nominations Committee will be presenting a slate of candidates to the membership of the Association at the November Forum. I want to thank the all members of IAIR for the distinction of serving as President. I also want to express my gratitude and recognition to the members of the Steering Committee who have assiduously participated in all of our activities and implemented the functions of their offices with enthusiasm and dedication.

Sincerely,
Antonio Gutierrez
IAIR President

