

How to hook a Macro to a button on the Quick access bar in Excel 2007

1. **Save the Macro file (.xlam) to a location you can use.**

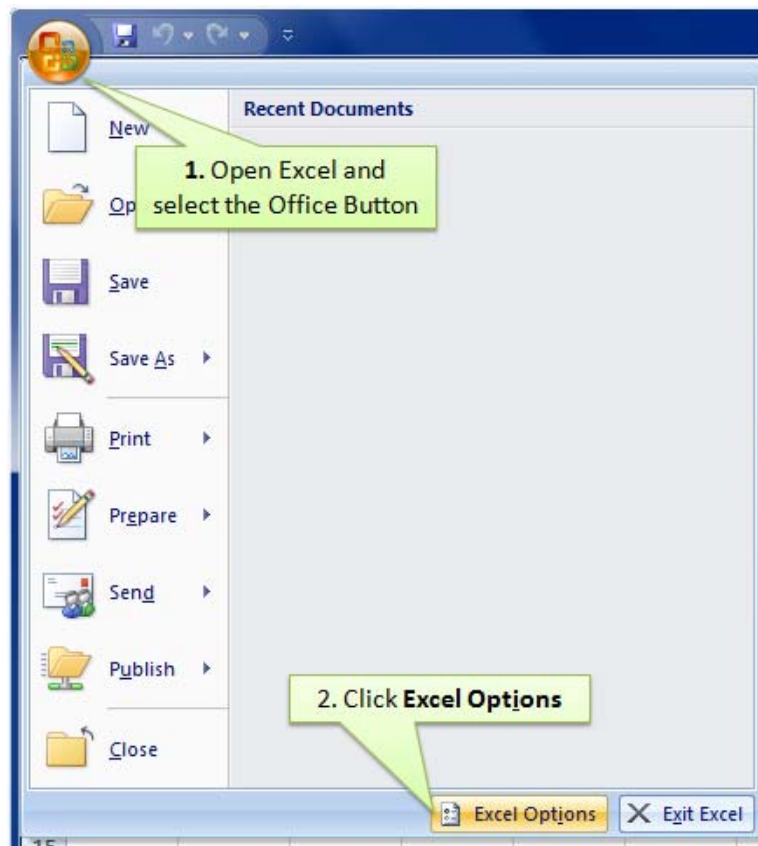
Any location can be used, but I think you will get fewer issues with security if you save it to:

C:\Program Files\Microsoft Office\Office12\Library

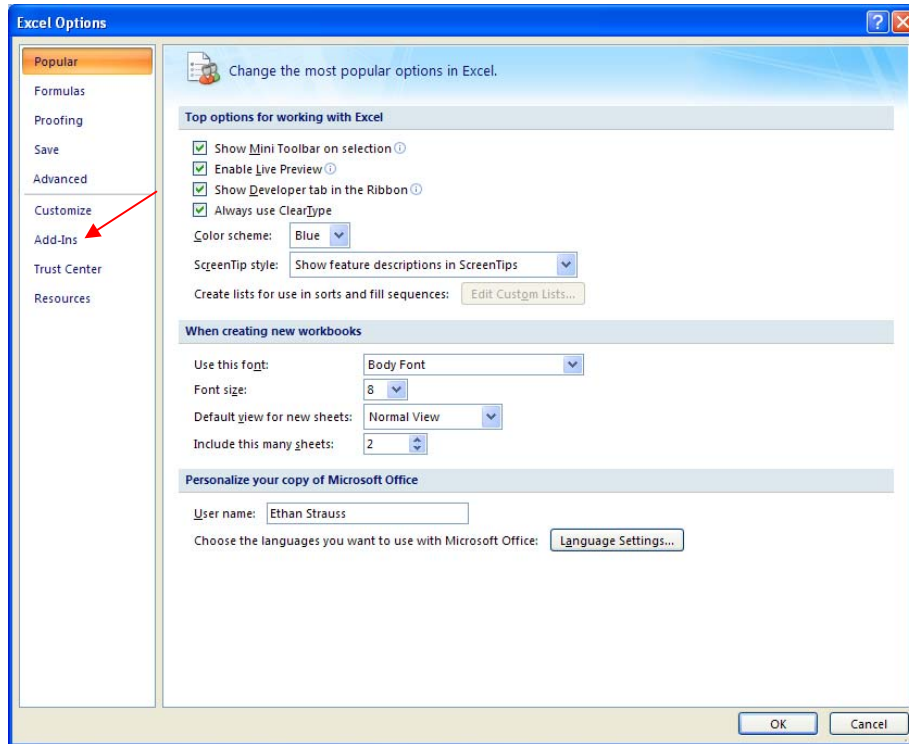
This file is called an "Add-In".

2. **Make the Add-In available to Excel**

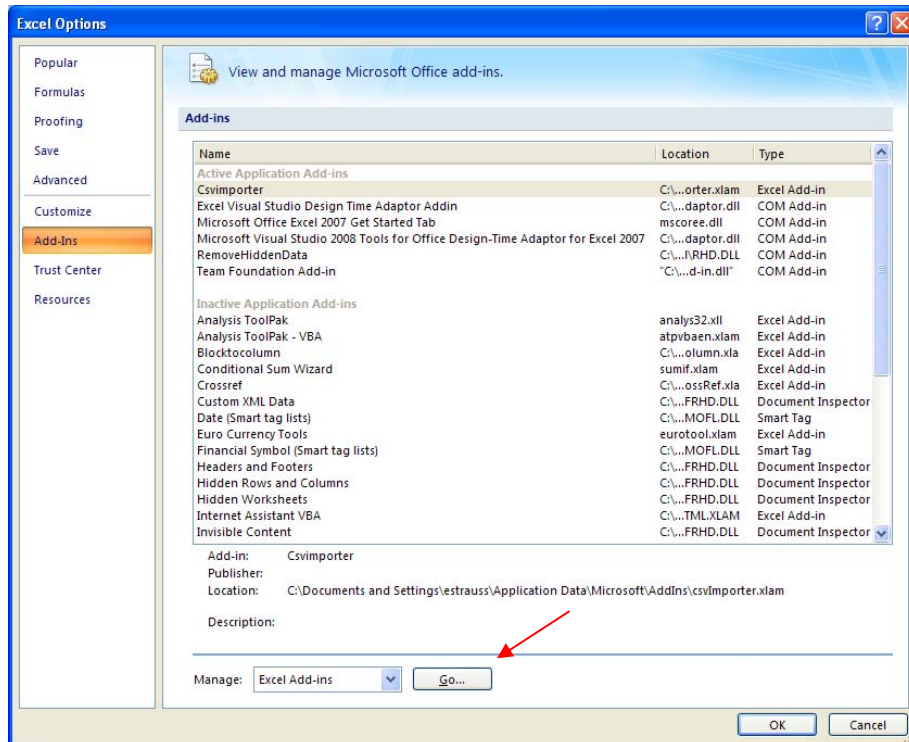
- a. In Excel, open the Options (Office Button, Excel Options)



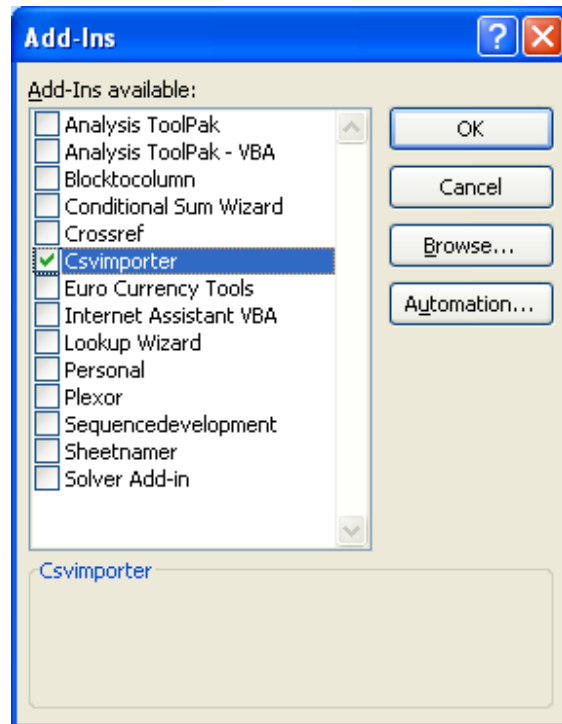
b. Click Add-Ins



c. Click The Go... button with for Manage Excel Add-ins



- d. If the Add-in is on the list, make sure it is checked. If it is not on the list, click browse and browse to it.



- e. Click OK.

3. Attach the Macro to a button

- a. Please follow the instructions at <http://www.dummies.com/how-to/content/customizing-the-excel-2007-quick-access-toolbar.html>