

Excel Options → Show Developer Tab in Ribbon

Protect a Worksheet

1. Open the **Case08_Username_1** file, and then save the file as an Excel Macro-Enabled Workbook named **Case08_Username_2.xlsm**. In the Documentation sheet, verify your name is in cell B4, and then enter the current date in cell B5.
2. Unlock cells B4 and B5, and then protect the Documentation sheet. Do not use a password to enable protection. (*Hint: To test your sheet protection, try entering data into cells other than those you unlocked.*)

① Format Cells → Protection → unlock ② Review → ~~Protect~~ Sheet → remove locked cells

Create Validation Rules for Data Entry

Data → Data Validation

3. In the New Shipments worksheet, create a validation rule for cell C3 that allows the user to enter only a whole number between 5000 and 6500.
4. For the validation rule in cell C3, add an input message with the title **Clerk ID** and the input message **Enter the clerk ID**.
5. For the validation rule in cell C3, add an error alert message with a Stop style, the title **Invalid ID**, and an error message **Clerk ID must be between 5000 and 6500**.
6. Create a validation rule in cell C4 that allows the user to enter only a date that is greater than January 1, 2009.
7. For the validation rule in cell C4, add an input message with the title **Date of shipment** and the input message **Enter the date this shipment occurred**.
8. For the validation rule in cell C4, add an error alert with a Stop style, the title **Invalid ship date**, and the error message **Ship date must occur after January 1, 2009**.
9. Create a validation rule in cell C5 that allows the user to select only from the list of values in the range E4:E13. Add an input message with a title and input message of your choice. Add an error alert with a Stop style and a title and error message of your choice.

Product ID Invalid Product ID

Create and Use Defined Names

Formulas → Define Name

10. Define the name **Cost** for cell C7.
11. Define the name **Units** for cell C8.
12. Enter a formula in cell C9 that multiplies the cell named "Cost" by the cell named "Units." (*Note: The formula will result in an error, but this will be addressed when you enter data in the following step.*)

Developer Tab view → Macros → Recorder

Create a Macro using the Macro Recorder

13. Enter the data shown in Figure 8-1 in cells C3, C4, C5, and C8 of the New Shipments worksheet.

FIGURE 8-1 Data for first new shipment

Cell	Data
C3	Warehouse Clerk ID 5766
C4	Shipment Date 2/7/2009
C5	Product ID IX
C8	Units Shipped 100

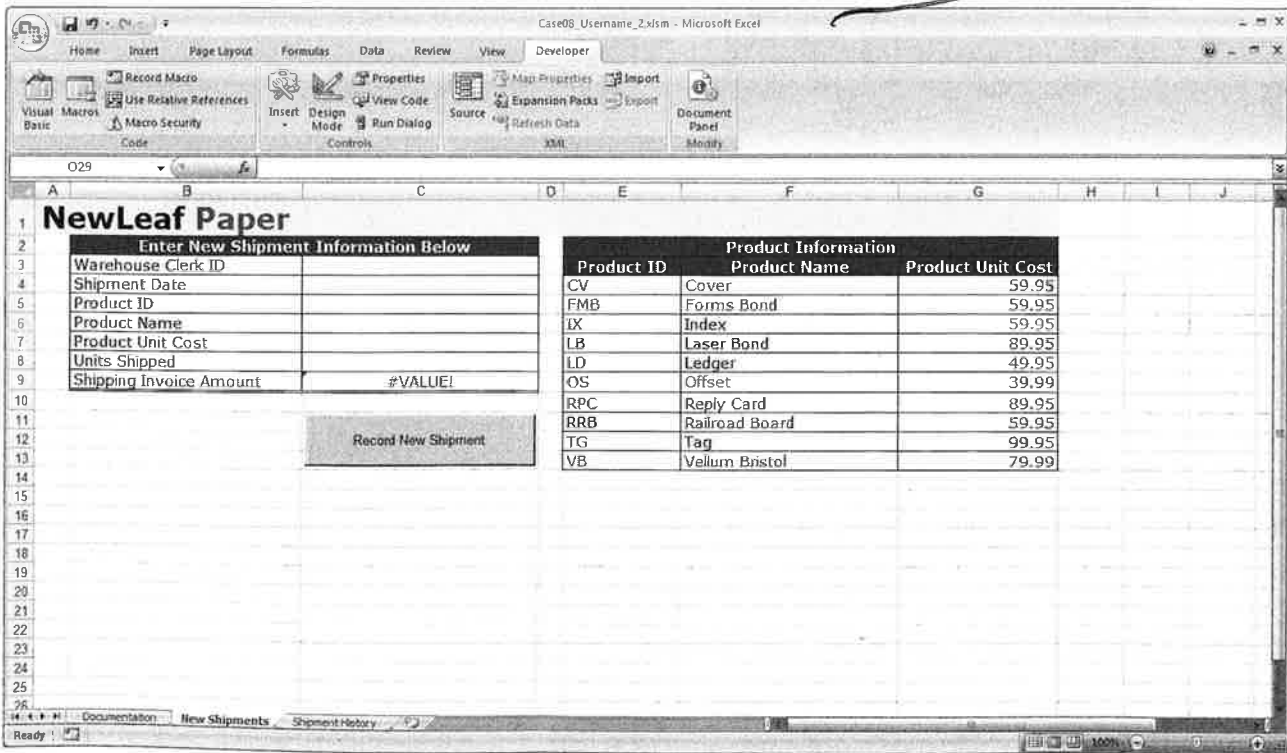
14. With the New Shipments sheet active, create a macro named **NewShipment** that is stored in this workbook and performs the following tasks:
 - a. Switches to the Shipment History worksheet, and then inserts a blank record in the fifth row, shifting the rest of the records down. (*Hint: Leave the fourth row blank.*)
 - b. Switches to the New Shipments worksheet, copies the values in the range C3:C9, switches to the Shipment History worksheet, and then pastes the transposed values into the new blank record in the fifth row. (*Hint: Use the Paste Special command and select the Values and Transpose options.*)
 - c. Clears the values in cells C3, C4, C5, and C8 of the New Shipments worksheet.

Assign a Macro to a Button

Developer → Insert → Control

15. Create a macro button in the New Shipments worksheet, assigning the NewShipment macro to the button. Move and resize the button so that the upper-left corner is inside cell C11 and the lower-right corner is inside cell C13.
16. Change the button's default label to **Record New Shipment**. Your New Shipments worksheet should look similar to Figure 8-2. (*Note: If you right-click on the button, you can edit the text without running the macro. If you accidentally run the macro without having valid data in the input cells, the macro will insert incomplete records into the Shipment History worksheet. If this happens, delete any incomplete records from the Shipment History worksheet. In Case 12 you will write VBA code to avoid adding incomplete records.*)

FIGURE 8-2 Completed New Shipments worksheet



Run a Macro

17. Enter the data shown in Figure 8-3 in cells C3, C4, C5, and C8 of the New Shipments worksheet, and then run the macro using the macro button.

FIGURE 8-3 Data for second new shipment

Cell	Data
Warehouse Clerk ID	6000
Shipment Date	3/1/2009
Product ID	RPC
Units Shipped	50

18. Enter the data shown in Figure 8-4 in cells C3, C4, C5, and C8 of the New Shipments worksheet, and then run the macro using the macro button. Your Shipment History worksheet should look similar to Figure 8-5.

FIGURE 8-4 Data for third new shipment

Cell	Data
Warehouse Clerk ID	5888
Shipment Date	3/3/2009
Product ID	CV
Units Shipped	25

FIGURE 8-5 Completed Shipment History worksheet

NewLeaf Paper						
Shipment History						
Clerk ID	Shipment Date	Product ID	Product Name	Unit Cost	Units Shipped	Shipping Invoice Amount
5888	3/3/2009	CV	Cover	59.95	25	\$ 1,498.75
6000	3/1/2009	RPC	Reply Card	89.95	50	\$ 4,497.50
5766	2/7/2009	IX	Index	59.95	100	\$ 5,995.00
5766	2/3/2009	OS	Offset	39.99	20	\$ 799.80
5900	2/3/2009	VB	Velum Bristol	79.99	25	\$ 1,999.75
5550	2/3/2009	LD	Ledger	49.95	10	\$ 499.50
6010	1/29/2009	CV	Cover	59.95	5	\$ 299.75
5888	1/28/2009	IX	Index	59.95	50	\$ 2,997.50
5888	1/27/2009	LB	Laser Bond	89.95	10	\$ 899.50
5766	1/27/2009	TG	Tag	99.95	25	\$ 2,498.75
5622	1/20/2009	RRB	Railroad Board	59.95	20	\$ 1,199.00
6010	1/20/2009	RPC	Reply Card	89.95	30	\$ 2,698.50
5766	1/19/2009	FMB	Forms Bond	59.95	10	\$ 599.50
Total						\$ 26,482.80