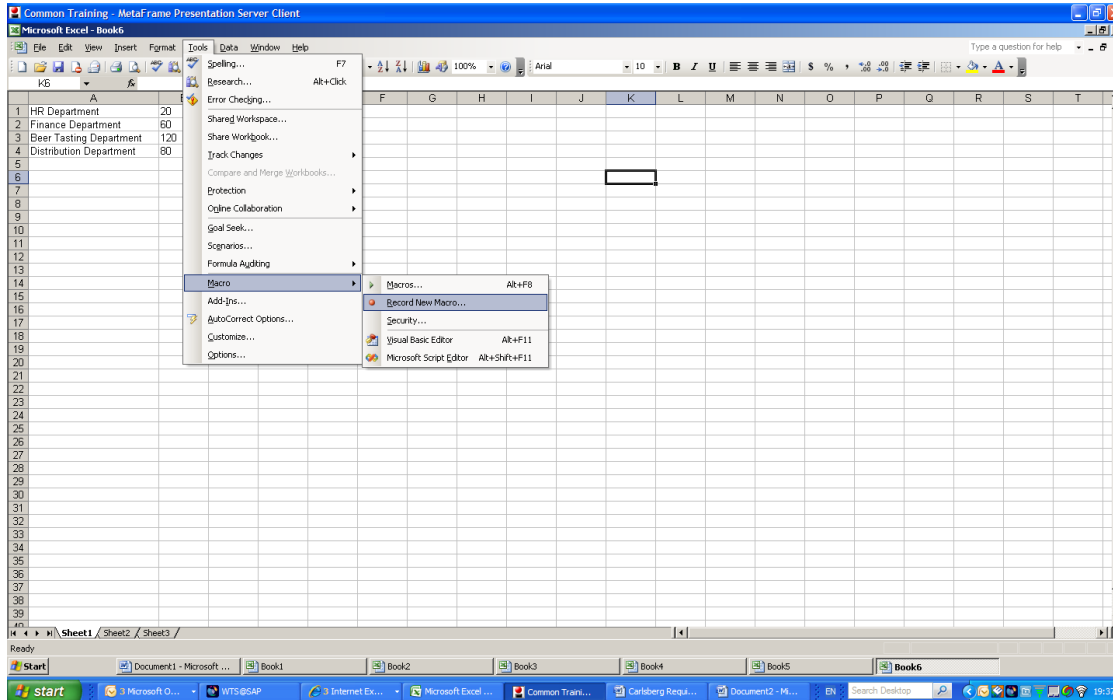


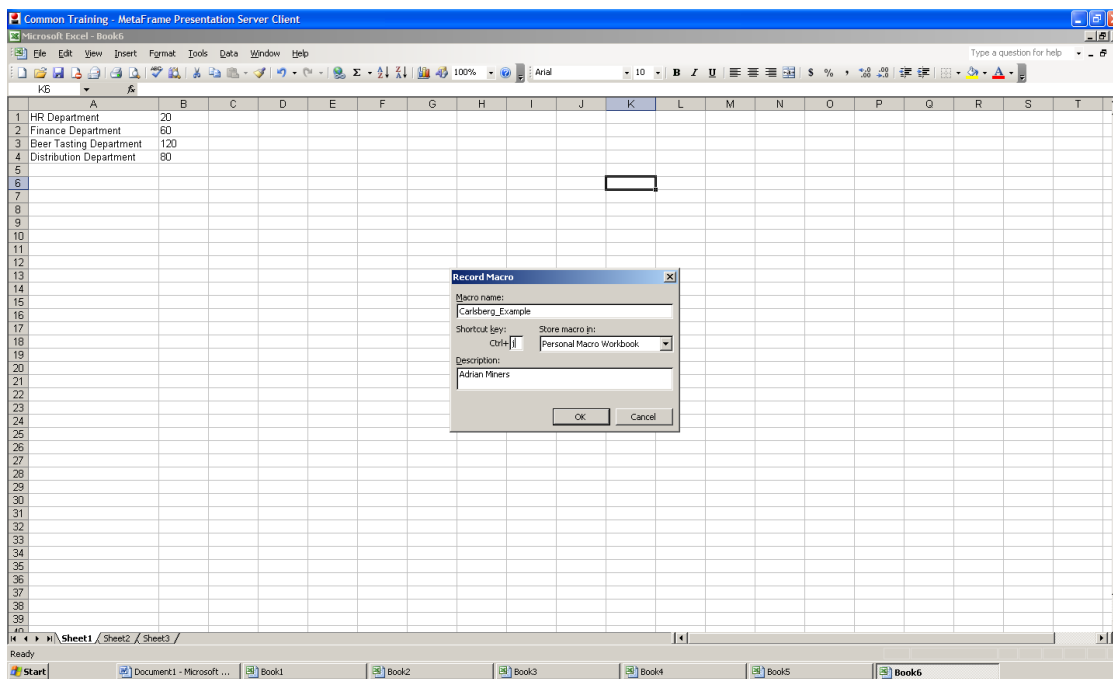


## Creating A Simple Macro

Open Excel and use the menu path: Tools> Macros > Record New Macro



Give the Macro a name and save it to your 'Personal Macro Workbook':





Format your data including calculations, tables and charts.

When you have completed your macro, click on the 'stop' button.

Next time you download from SAP, use the menu path: Tools >Macro > Macros. Select the appropriate Macro from the list and it will run automatically.