

## Using M/10 Key

The M/10 Key macro allows you to rapidly enter numerical data without having to use a decimal point. As an example, numbers entered with either the 10 key pad, the numeric keyboard on the Plus, or with the upper row of the keyboard, such as 5122 will now appear as \$51.22.

This macro is especially suited for use in templates where the currency values are known in advance and can be selected first.

### Operation.

1. Select area(s) where currency values are to appear. Disconnected areas can be selected all at once using the option key. See Excel manual for more details.
2. Once the area(s) has been highlighted, run the Macro called "M/10 Key." This can be done from the "Run" pull down menu or simply as a command macro by pressing "Option," "Command," and the small letter "c" simultaneously.
3. A dialog box will come up asking for the amount to be transferred into the highlighted cell. Enter the desired amount, without decimal point, and then press either "Enter" or "Return." This action will cause your entry 5122 to be placed into the highlighted cell as \$51.22.

If you wish to skip over a cell, not entering any amount or not changing what is in an occupied cell, simply press "OK." You will then tab to the next cell in the highlighted range and the same dialog box will reappear. Any time you press the "Cancel" box, the macro is end immediately and return you to the worksheet where you left off. You must follow the instructions in paragraph 2 to start over.

4. Once you finished entering the data, then you can use the mouse to move around the rest of your spreadsheet. Should you accidentally select a cell with the mouse, the area previously selected will no longer be highlighted and the macro will work only on the one cell that you are currently in and will not move further.

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Should you need this modified or have any other needs, let me know.

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