

# Excel Add-in Installation Guide (Excel 2007+)

An **add-in file** is an Excel file that contains macros (code) and has the extension “.xla” or “.xlam” (2007 and later). When opened, the worksheets in the file are hidden and the macros are typically accessed through buttons that are added to the toolbar or ribbon. Once installed, an add-in will automatically open every time Excel is opened.

## Installation

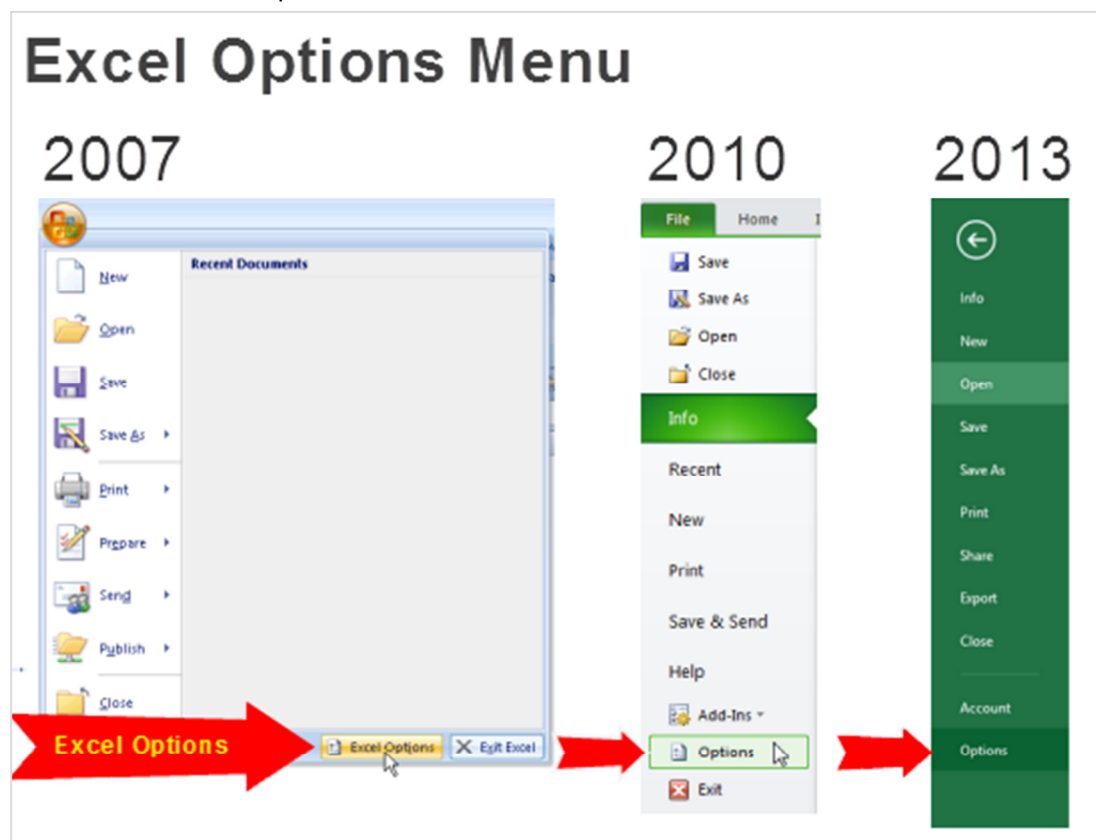
Installing the add-in is pretty easy, and should only take a few minutes.

### 1. Save the add-in file to your computer.

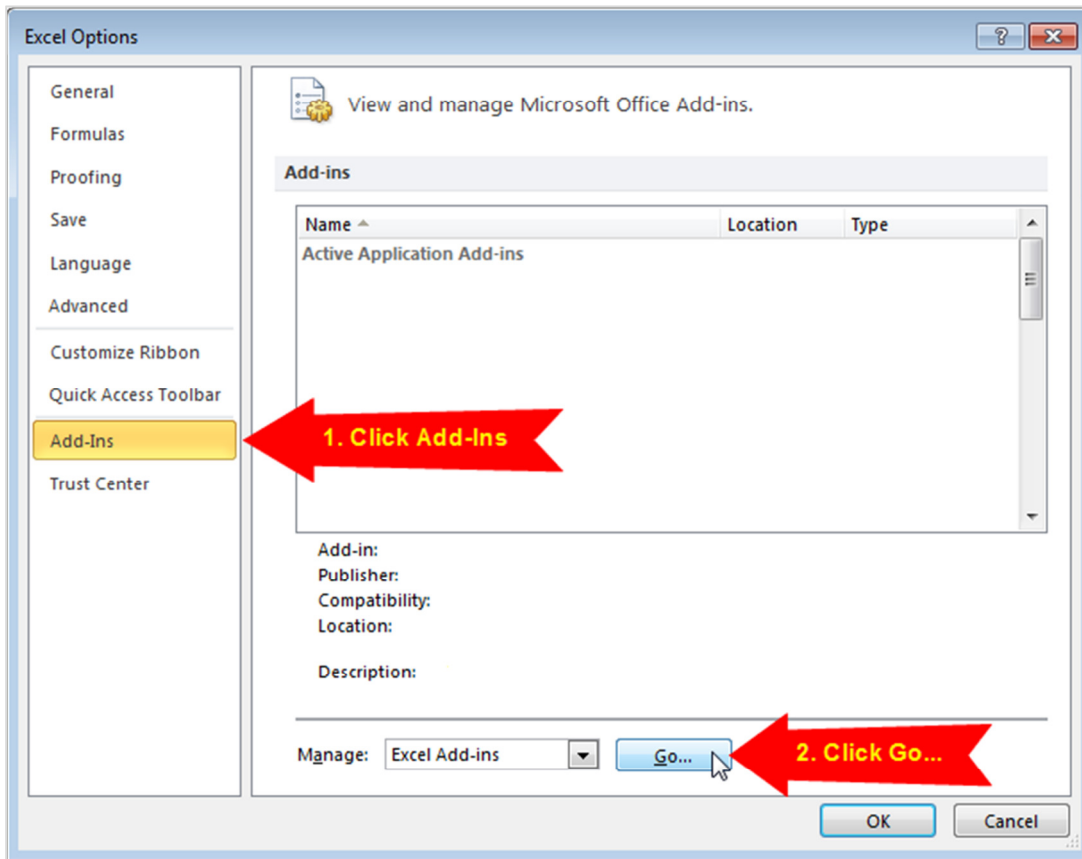
- Pick any folder on your hard drive that is easy for you to find.
- My suggestion is to create a folder named “Excel Campus” and place it in your Documents folder.

### 2. Open Excel and go to the Options Menu.

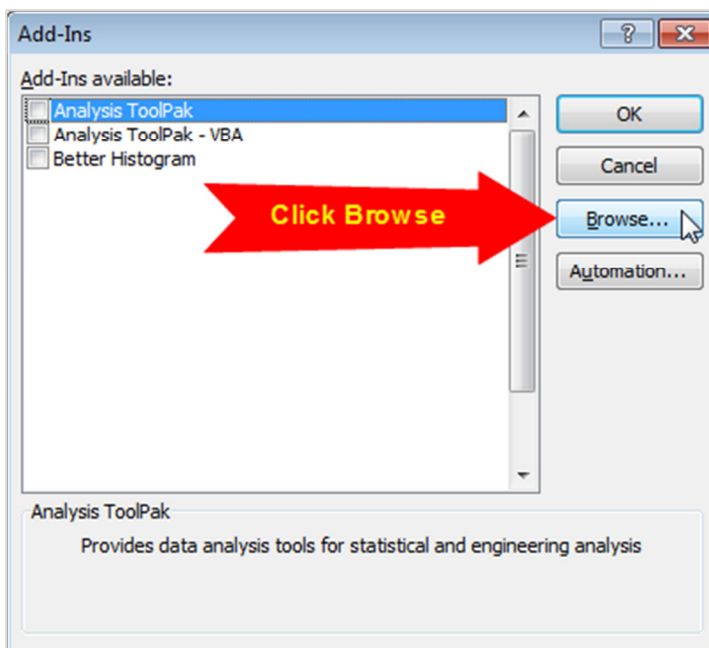
- This varies depending on your version of excel.
- 2007 – Office Button > Excel Options
- 2010 & 2013 – File > Options



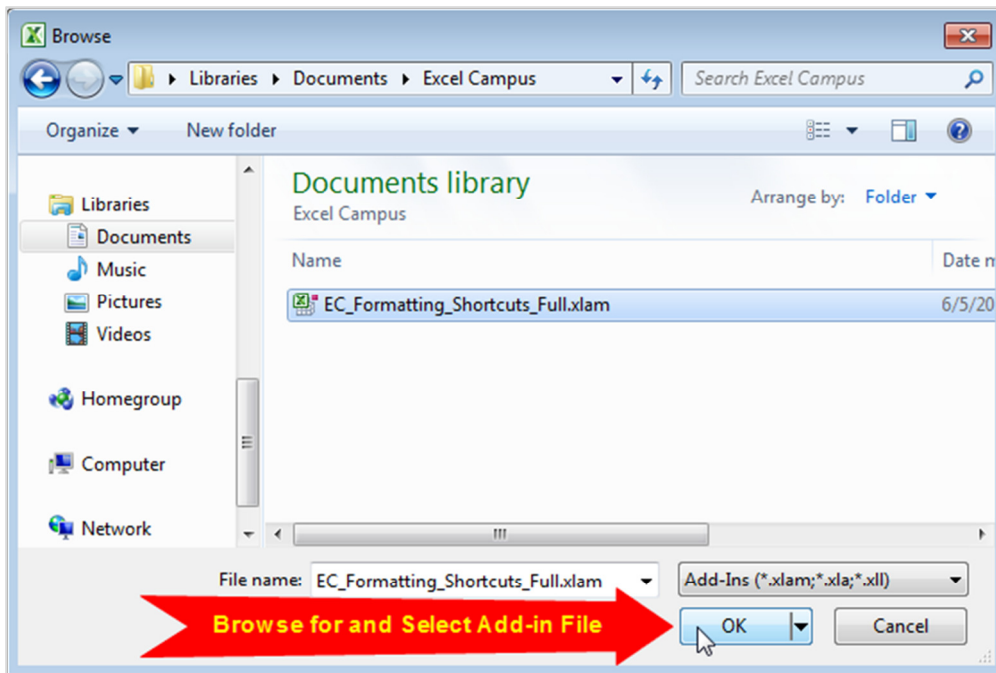
3. Click the “Add-Ins” option on the left-side menu, and then click the “Go...” button.
- You may have to wait a few seconds for the window to appear.



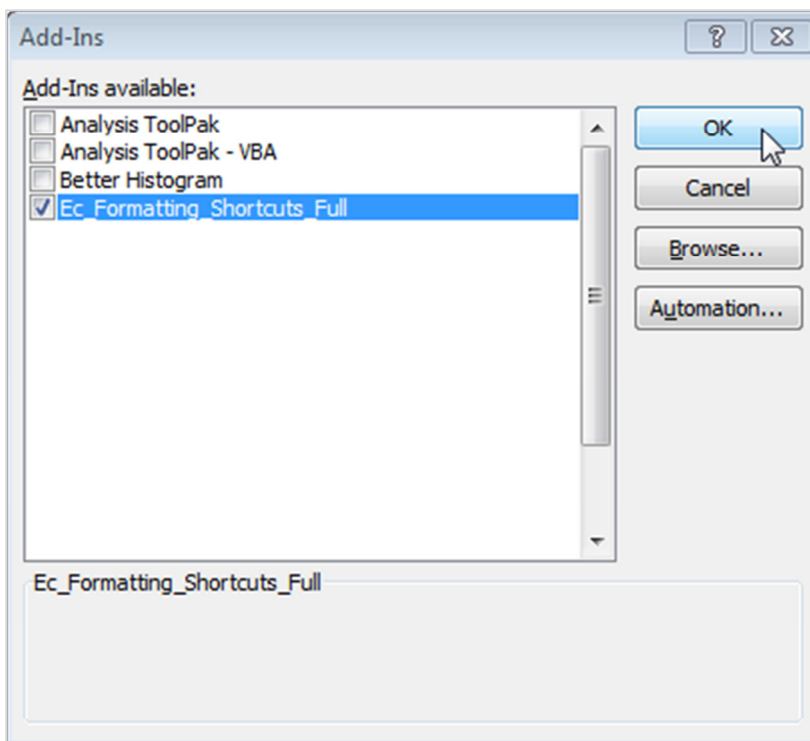
4. Click the “Browse...” button on the Add-Ins Menu.



5. Locate the add-in file you saved in Step 1, and click OK.



6. The Add-in will appear in the list and should be enabled, click OK.



7. **Installation Complete** – The add-in is now installed and should automatically open every time to you open excel.