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- 1. Print the file **WCities_Instructions.pdf** and read it first.
- 2. Save the file **WCitiesSub.xla**> in your Desktop directory.
- 3. Open Excel.
- 4. Paste your data set (never use your origin

- 10. In the **Customize** dialog box... select tab **Commands**. In the <Categories> list box, select <Macros>. In the <Commands> list box click the <Custom Button> item (The one with an yellow smiley icon...) and **drag it to the right of menu <Help>**
- 11. Let the focus remain on the icon you just dragged to the toolbar
- 12. In the Customize dialog box, tab Commands, in Selected command click on <Modify Selection>
- 13. Select the option <Macro assign...>. The dialog box **Macro assign** will open.
- 14. In the Label box <Macro name> t y p e: WorldCities. Click <OK>.
- 15. Close the **Customize** dialog box.
- 16. Click the Smiley icon button you just dragged to the toolbar;
- 17. VOILÀ!!! You should have gotten a new sheet workbook named **OutPut**>, where the results are at **RowSum**> column. The original data will remain in th