



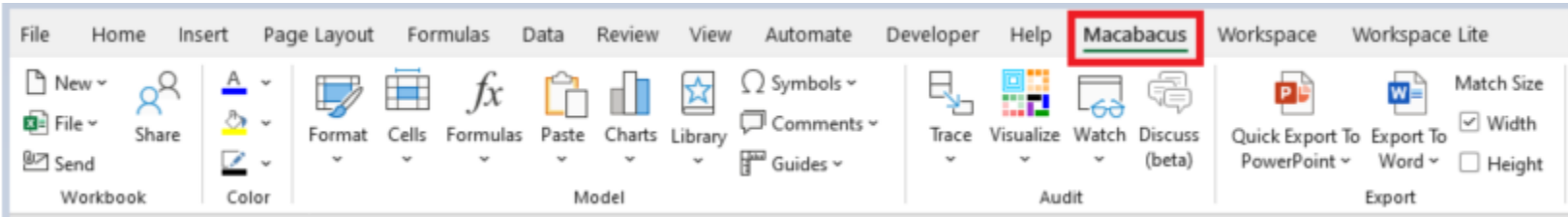
Macabacus Quick Start Guide

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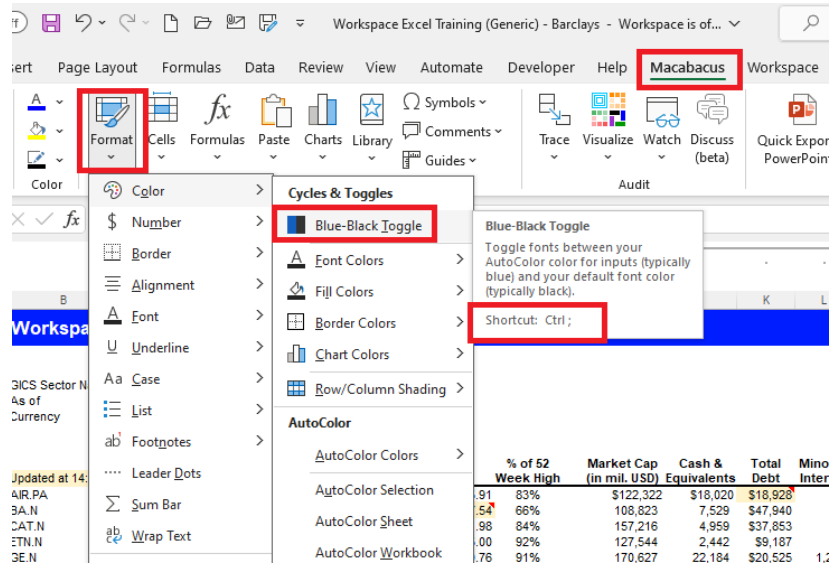
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Getting Started

- 1. Once deployed, the Macabacus ribbon will be alongside the Workspace ribbon:

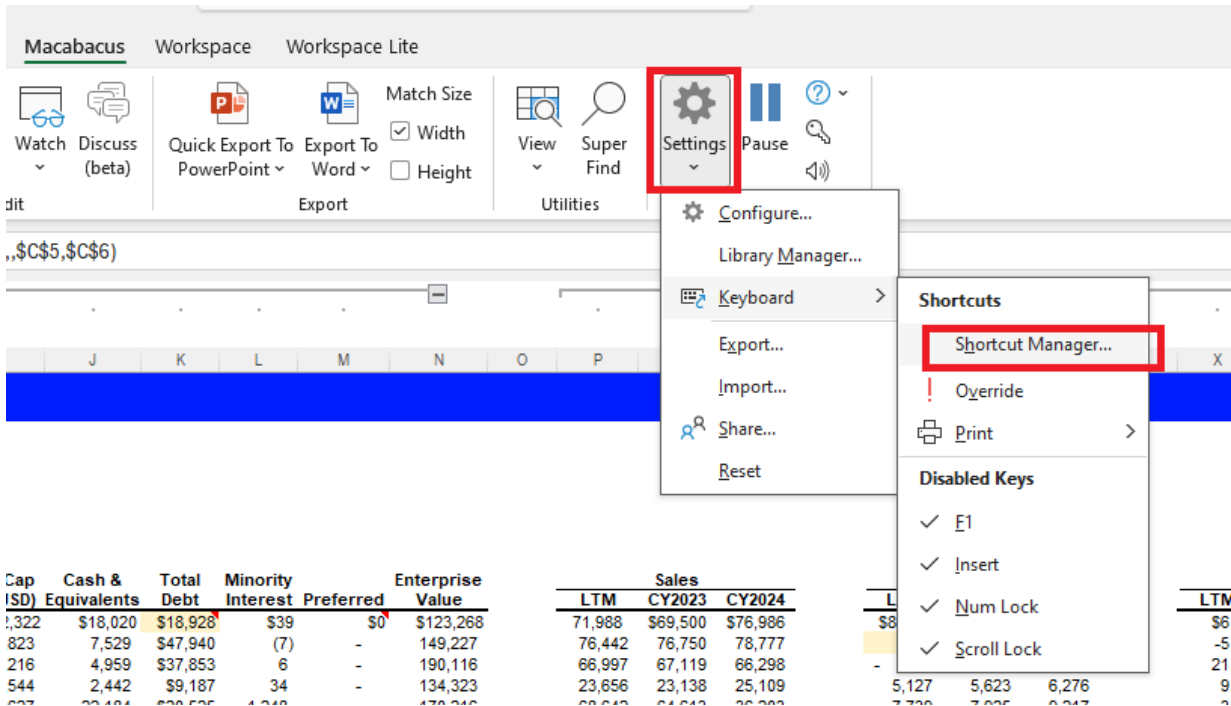


- You can click on the different buttons (Format, Cells, Formulas, etc.) within the Macabacus ribbon to view the different capabilities available along with their default **shortcut keys**:



Keyboard Shortcuts & Cycles Customization

- You can customize those shortcut keys by going into Settings > Keyboard Shortcut Manager



4. The Shortcut Manager will display all shortcuts on the right pane. You will also get a brief description when hovering over each key:

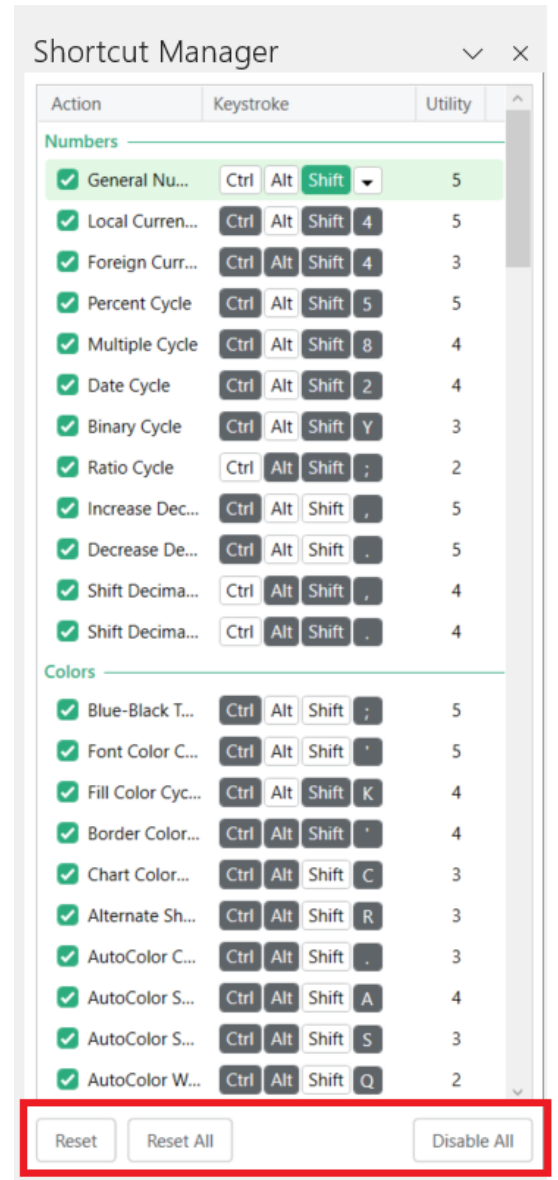
The screenshot shows the Excel interface with the Shortcut Manager pane open on the right. The main window displays a financial spreadsheet with columns for Cash & Equivalents, Total Debt, Minority Interest Preferred, Enterprise Value, Sales (LTM, CY2023, CY2024), EBITDA (LTM, CY2024, CY2025), and LTM. The Shortcut Manager pane lists various actions under 'Numbers' and 'Colors'. The 'Foreign Currency' shortcut is highlighted with a red box, showing a tooltip that reads 'Cycle through customizable local currency formats.'

5. To modify a shortcut key, select it from the list and select the keystroke of your choice from the dropdown menu. Please note that the customized shortcut key will then display in green:

The screenshot shows the Shortcut Manager pane with the 'Foreign Currency' shortcut selected. The 'Keystroke' column shows 'Ctrl Alt Shift' followed by a dropdown menu. The 'Utility' column shows '4'. The 'Action' column shows 'Foreign Curr...'. The 'Numbers' section is highlighted in green.

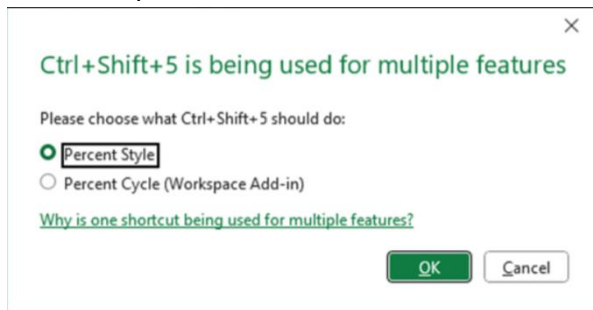
Action	Keystroke	Utility
General Nu...	Ctrl Alt Shift 1	5
Local Curren...	Ctrl Alt Shift 4	5
Foreign Curr...	Ctrl Alt Shift 4	3
Percent Cycle	Ctrl Alt Shift 5	5
Multiple Cycle	Ctrl Alt Shift 8	4
Date Cycle	Ctrl Alt Shift 2	4

6. You can reset one or all shortcut keys or disable all of them at the bottom of the Shortcut Manager:



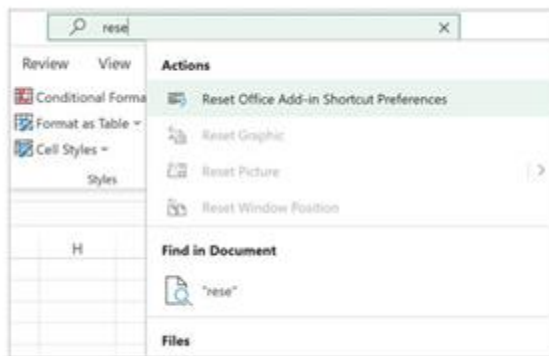
7. If you have other Excel add-ins installed, keyboard shortcut assignments may conflict with Macabacus keyboard shortcuts.

The pop-up below will appear the first time you use a keyboard shortcut that has a conflict. Select the first option and click “OK” to override another add-in’s shortcut with Macabacus’ shortcut:

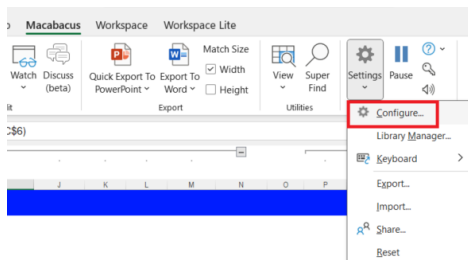


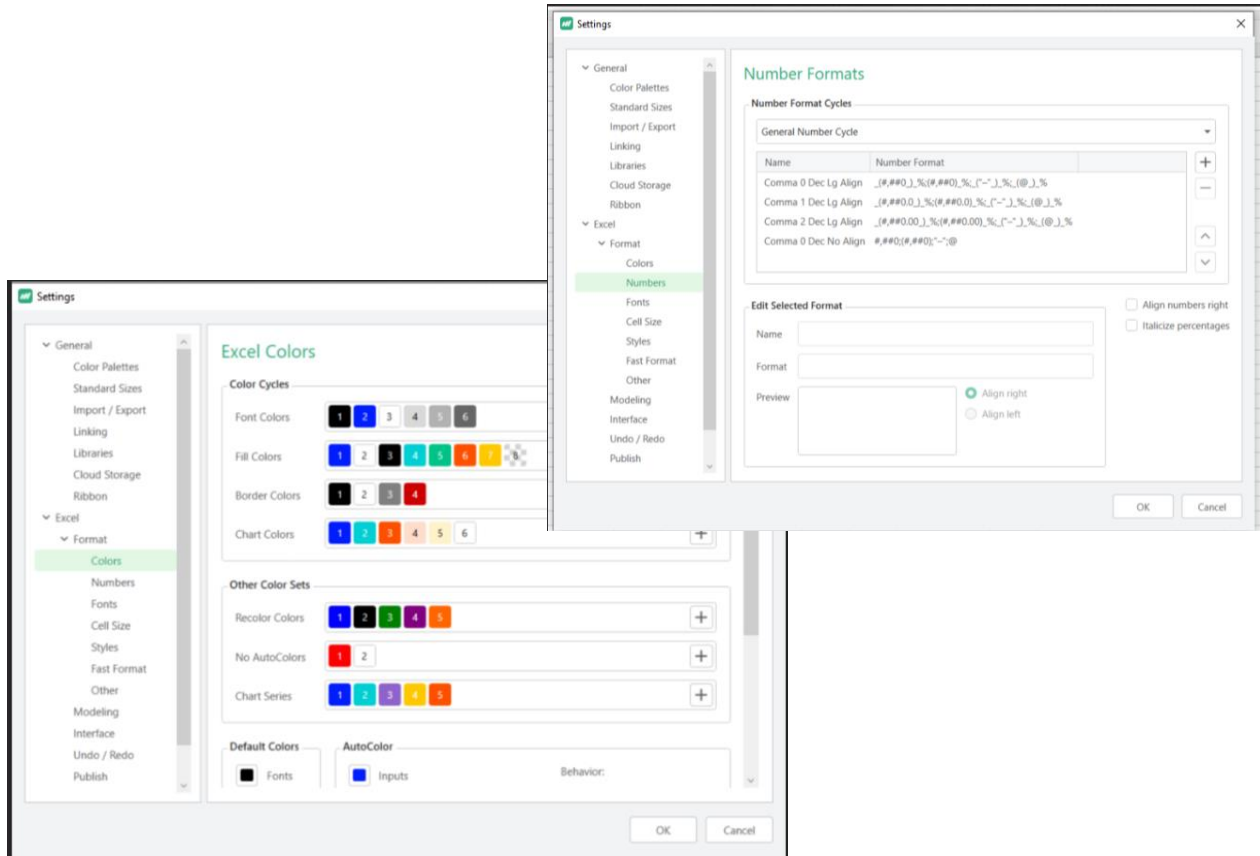
Resetting a preferred key combination

- You can select which action the keyboard shortcut will take. After making the selection, the preference is saved for future uses of the same shortcut. The shortcut preferences are saved per user, per platform. If you wish to change your preferences, you can invoke the **Reset Office Add-in shortcut preferences** command from the **Tell me** search box. Invoking the command clears all your add-in shortcut preferences and you will again be prompted with the conflict dialog box next time you attempt to use a conflicting shortcut.

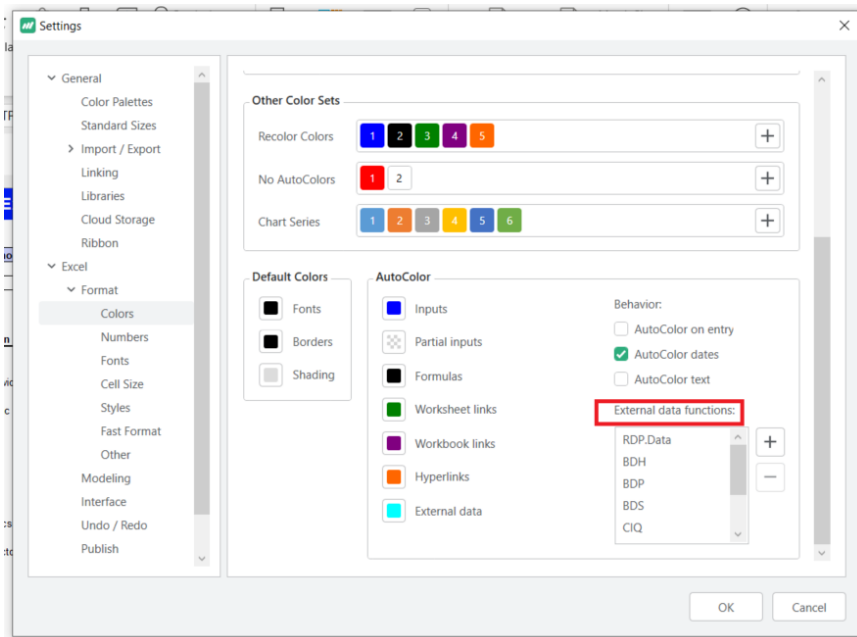


- You can also customize your **Keyboard Cycles** for colors, numbers, font sizes and more. To do that, go to Settings > Configure > Excel > Formats - Colors/Numbers or another section that you want to customize to your liking:





10. You can customize the color of external data functions such as the LSEG Workspace RDP.Data function:



Pro Precedents and Dependents

11. Tracing Precedents or Dependents are available through the Macabacus ribbon or shortcut keys:

The screenshot shows the Macabacus ribbon with the 'Trace' button highlighted. A dropdown menu is open, showing options like 'Pro Precedents...', 'Pro Dependents...', and 'Last Audited Cell'. The 'Pro Precedents' dialog box is also visible, containing the following text:

Pro Precedents
 Opens a dialog box that contains links to all precedent cells relied upon for calculation of the active cell. You can quickly navigate to each precedent cell, including those on other worksheets and in other workbooks. This tool will attempt to open any external workbooks containing precedent cells.
 Shortcut: Ctrl Shift [

	% of 52 Week High	Market Cap (in mil. USD)	Cash & Equivalents	Total Debt	Minority Interest	Preferred	Enterprise Value	Sales		
								LTM	CY2023	CY2024
1.91	83%	\$122,322	\$18,020	\$18,928	\$39	-	\$123,268	71,988	\$69,500	\$76,986
1.54	66%	108,823	7,529	\$47,940	(7)	-	149,227	76,442	76,750	78,777
1.98	84%	157,216	4,959	\$37,853	6	-	190,116	66,997	67,119	66,298
1.86	73%	112,097	34,072	\$28,772	3,124	-	109,920	54,251	56,822	56,887
1.00	92%	127,544	2,442	\$9,187	34	-	134,323	23,658	23,138	25,109
1.76	91%	170,627	22,184	\$20,525	1,248	-	170,216	68,642	64,613	36,203
1.63	99%	135,792	12,005	\$25,256	591	-	149,634	36,903	36,913	38,703
1.42	98%	243,368	25,700	\$18,998	22,607	-	259,273	-	-	-
1.50	96%	109,973	2,790	\$19,418	-	-	126,601	69,640	66,642	69,765
1.63	96%	138,574	5,607	\$42,844	1,815	-	177,426	76,396	74,144	79,080
1.87	91%	135,892	5,182	\$15,256	779	-	146,745	39,026	39,186	40,693
1.47	87%	142,338	20,373	\$54,452	5,425	-	181,641	84,610	84,678	86,645
1.10	85%	146,392	5,783	\$9,482	1,441	-	151,552	38,589	37,104	43,145
1.61	86%	135,508	945	\$31,928	-	-	166,491	24,094	24,019	24,758
1.81	70%	116,057	4,513	\$20,013	24	-	131,581	89,739	91,490	92,884

12. A Pro Precedent or Dependent dialog box will open displaying the addresses and values of all cells used in the calculation of the audited cell. You can use the up/down arrow keys or the mouse to navigate to the precedent range:

The screenshot shows the 'Pro Precedents' dialog box. At the top, the formula bar displays: `=RDP.Data($B11,"TR.ClosePrice", "Sdate=#1 Cur`. Below the formula bar, there is a table with the following columns: 'Precedents' and 'Value'.

Precedents	Value
▼ 🏠 E11	\$153.89
📄 \$B11	AIR.PA
📄 \$C\$5	6/15/2024
📄 \$C\$6	USD

At the bottom of the dialog box, there are three buttons: a settings gear icon, 'OK', and 'Cancel'.

13. Click on the gear wheel on the bottom left of the dialog box to enable crosshair:

The screenshot shows the 'Pro Precedents' dialog box in Microsoft Excel. The formula bar contains `=RDP.Data($B11,"TR.ClosePrice","Sdate=#1 Cur`. The dialog box has several options: 'Evaluate functions & groups' (off), 'Evaluate function arguments' (off), 'Unhide rows & columns' (on), 'Open linked workbooks' (on), and 'Highlight navigated cells' (on, highlighted with a red box). A gear icon is visible at the bottom left of the dialog box. In the background, a table of stock data is visible, and another dialog box for 'Avg. Max' is open, showing a formula `=SC$6` and a currency of USD.

Company Common Name	Close Price 7/1/2024	52-Week High	% of 52-Week High
ACN.N	\$302.55	\$387.38	78%
ADBE.OQ	560.01	638.23	88%
AMD.OQ	157.69	227.29	69%
AAPL.OQ	216.75	220.20	98%
AMAT.OQ	237.41	249.36	95%
ASML.AS	1024.73	1073.78	95%
AVGO.OQ	1640.80	1851.62	89%
MSFT.OQ	456.73	457.33	100%
NVDA.OQ	124.30	140.76	88%
ORCL.N	143.09	145.28	98%
QCOM.OQ	200.03	230.83	87%
CRM.N	256.21	318.69	80%
005930.KS	59.1682	63.53	93%
SAPG.DE	199.38	204.57	97%
2330.TW	29.74	30.40	98%

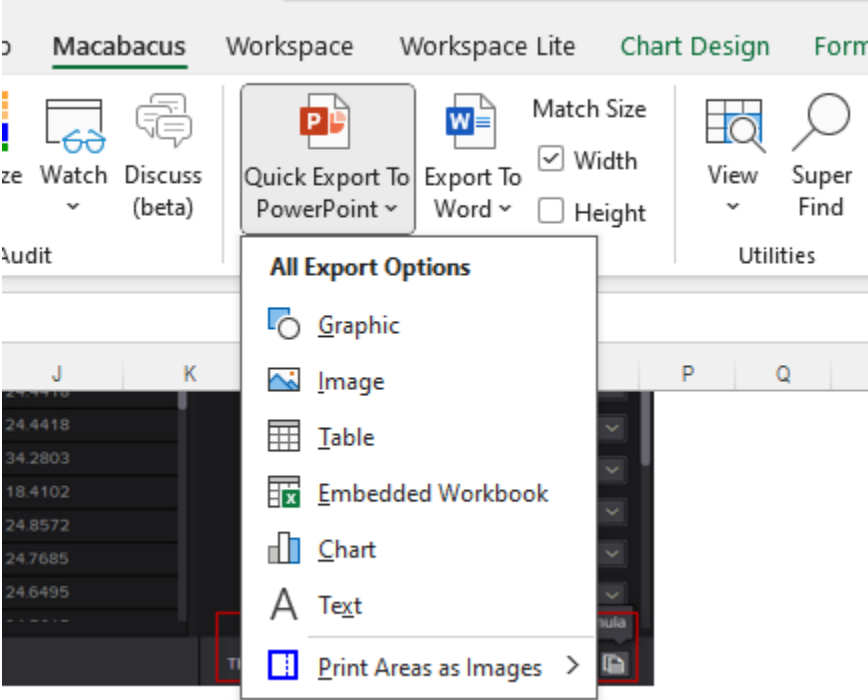
14. If you see an error in the formula you are tracing, you can select the **F2** key to edit the formula while the dialog box is open:

The screenshot shows an Excel spreadsheet with a formula error in cell B6. The formula is `=B3+B4+A5$`. The 'Pro Precedents' dialog box is open, showing the formula `=B3+B4+A5` and its precedents: B3 (value 1), B4 (value 2), and A5 (value 3). The dialog box also has a gear icon at the bottom left and 'OK' and 'Cancel' buttons.

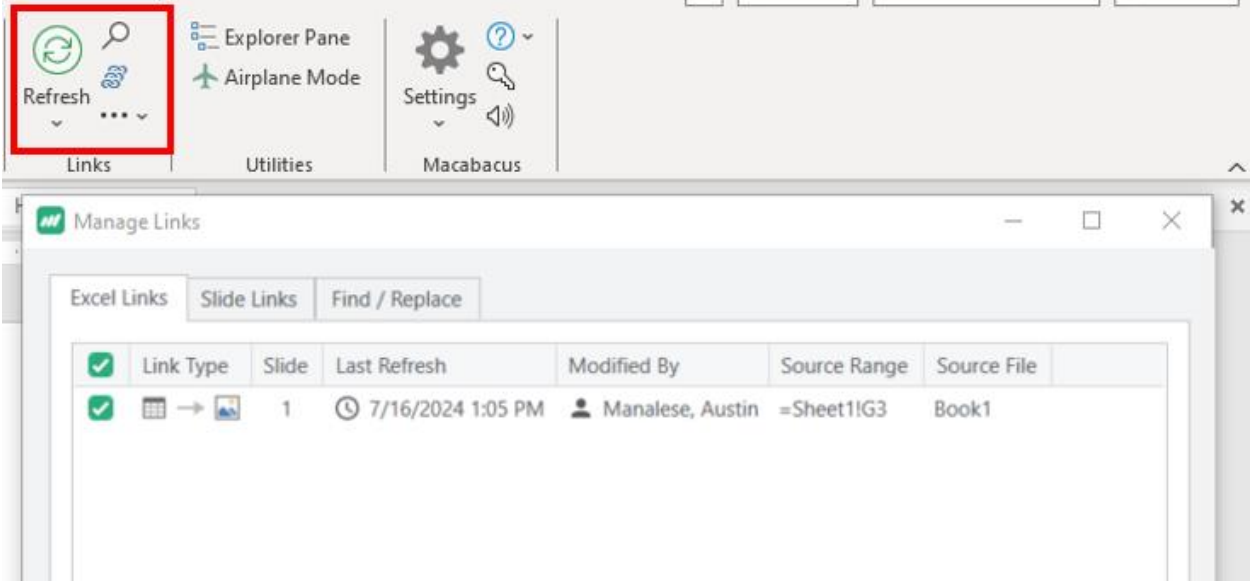
Cell	Value
B3	1
B4	2
A5	3

Linking

15. **Linking** to Powerpoint or Word is also available through Macabacus. To do that, click on the button “Quick Export to Powerpoint” or “Export to Word”:

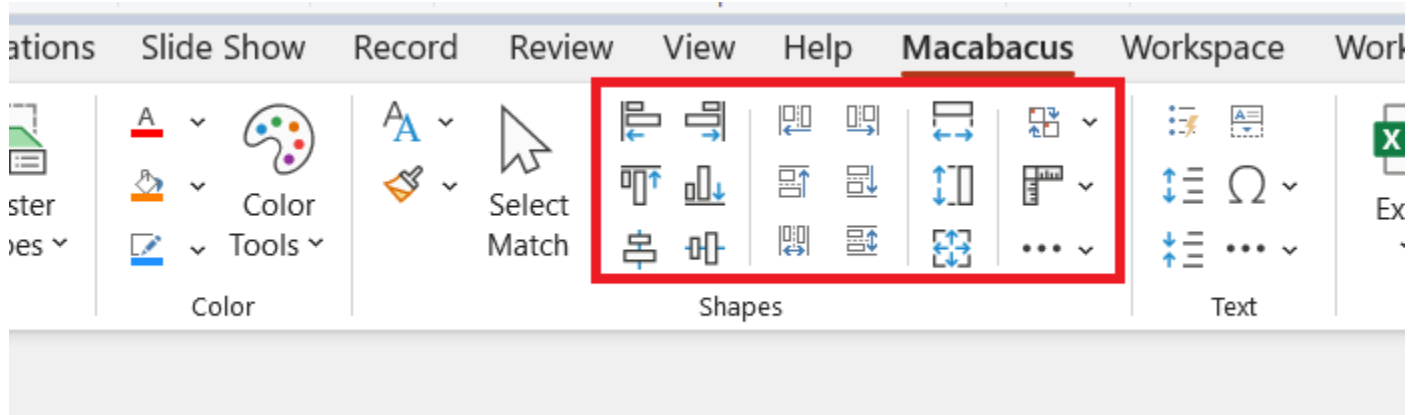


16. To **Refresh your Links**, you can go to the Macabacus ribbon in Powerpoint or Word and select either “Refresh” or select the Links symbol to open the Links Manager dialog box.

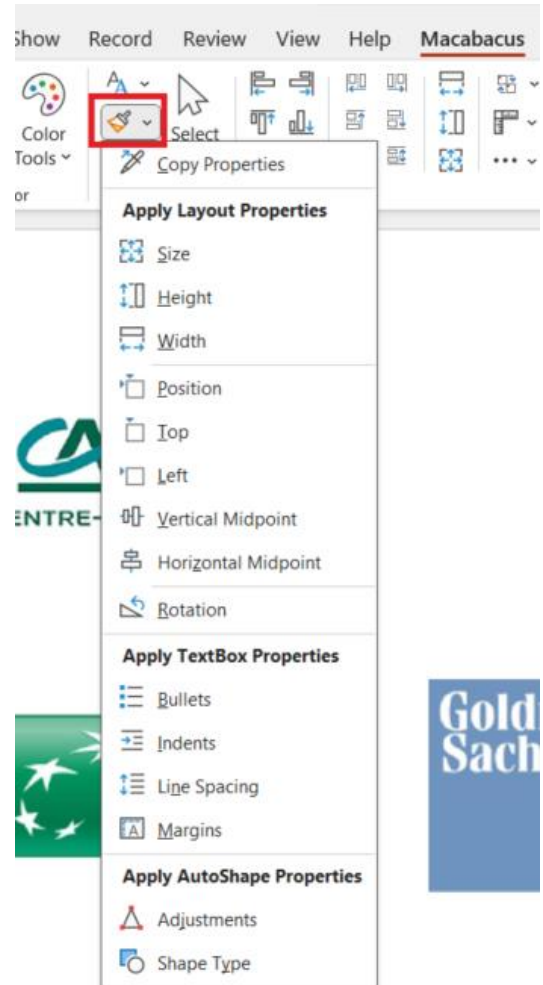


Shape & Positioning Tools

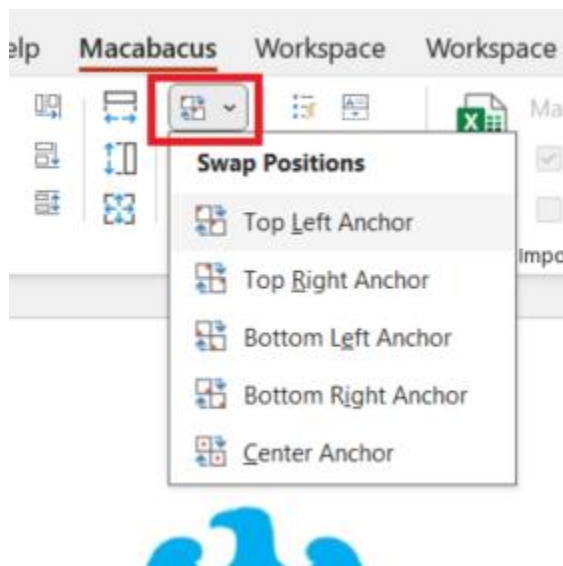
17. Macabacus has some tools to **align, reposition and resize shapes** in Powerpoint, which are available in the Shapes section of the Powerpoint tab:



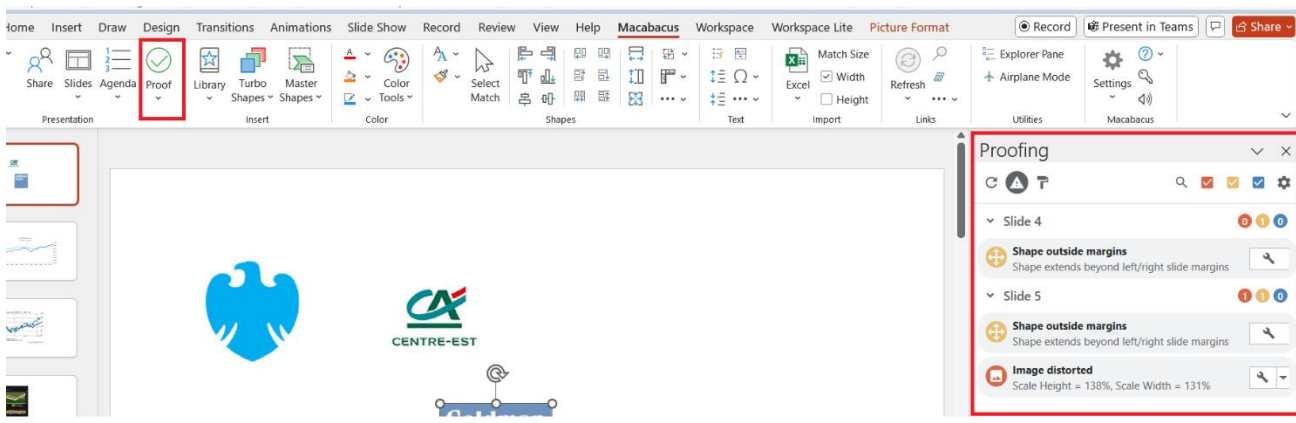
18. You can very quickly apply layout and textbox properties of one shape to other shapes you created using Format Painter:



19. Swap positions of two shapes using one of several positioning options available on the Swap Positions button:



20. Within your Powerpoint presentation, you can check for any errors or discrepancies - related to formatting, layout, content and grammar/spelling by using Presentation Proofing. Click on Proof to enable the Proofing pane on the right hand side:



More resources

21. For more information of features provided by Macabacus, go to

[Macabacus Website](#)

[Macabacus Help Center](#) (features, installation, security, etc.)

[Macabacus Intro Video](#)