Lesson 3 Macros

To automate tasks that you perform frequently you can create a macro. A macro is a series of commands and instructions that you group together as a single command.

Recording a Macro

1. Click the **Developer** tab.
2. 2. In the **Code** group,click **Record Macro .(1)**

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3. In the **Macro name field**, type a name for your macro (spaces between words are not allowed).**(2)**

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4. In the Developer field, enter a brief description of the macro.

5. Specify where you want the macro stored by clicking on the arrow next to the **Store macro** in field. The **All Documents** section makes the macro available for all documents that use the "normal dotm) template.

6. Click the **keyboard** button to assign your macro to a set of keystrokes.The **Customize Keyboard** dialog box is now open with the cursor in the Press New Shortcut Key Box enter the keystroke combination **(CTRL +I,ALT+?,etc).**

Note: **You can assign any keystroke combination to the macro. However , if a combination has been assigned to an action, that action will be disclaimed in the "Currently assigned to" section in the dialog box.**

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7. Click the **Assign** button in the Customize Keyboard dialog box to assign the keyboard shortcut to the macro.

Running a Macro

To run a macro, you can use the keyboard shortcut that was assigned to the macro. Additionally, the following steps are another way to run the macro.

1. Click the **Developer** tab.
2. In the **Code** group. Click Macro.
3. In the Macro dialog box, click the macro and then click Run. **(3)**

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Note: The macro dialog box contains an Edit button that will allow you to edit a macro, a macro is Actually a series of Visual Basic code statements, and you may need to know something about Visual Basic in order to use the edit feature. You may find it easier to just delete the macro and re-record it.

Questions

1. **What is a macro and how do you set a macro in your document?**

2. **Describe how you run a macro.**

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