

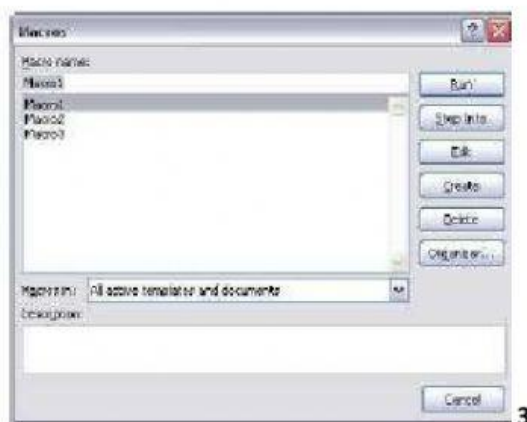


7. Click the **Assign** button in the Customize Keyboard dialog box to assign the keyboard shortcut to the macro.

## 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)**



**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.

