

How to create Macros in Word 2007

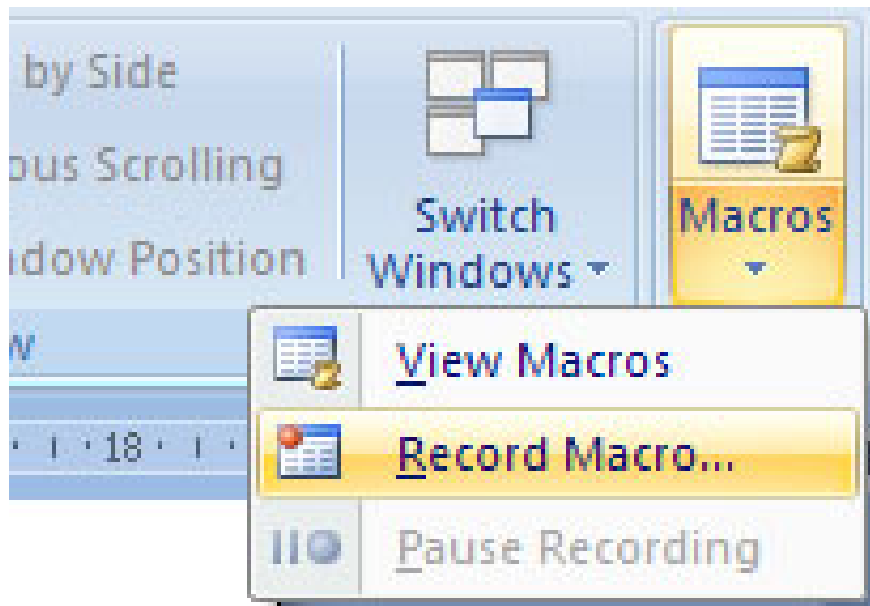
Macros are advanced features, which can speed up editing or formatting that you can execute regularly in a Word document. They record the sequence of choices you choose so that a series of actions can be completed in one step.

TipsMake.com - Macros are advanced features that can speed up editing or formatting that you can execute regularly in a Word document. They record the sequence of choices you choose so that a series of actions can be completed in one step.

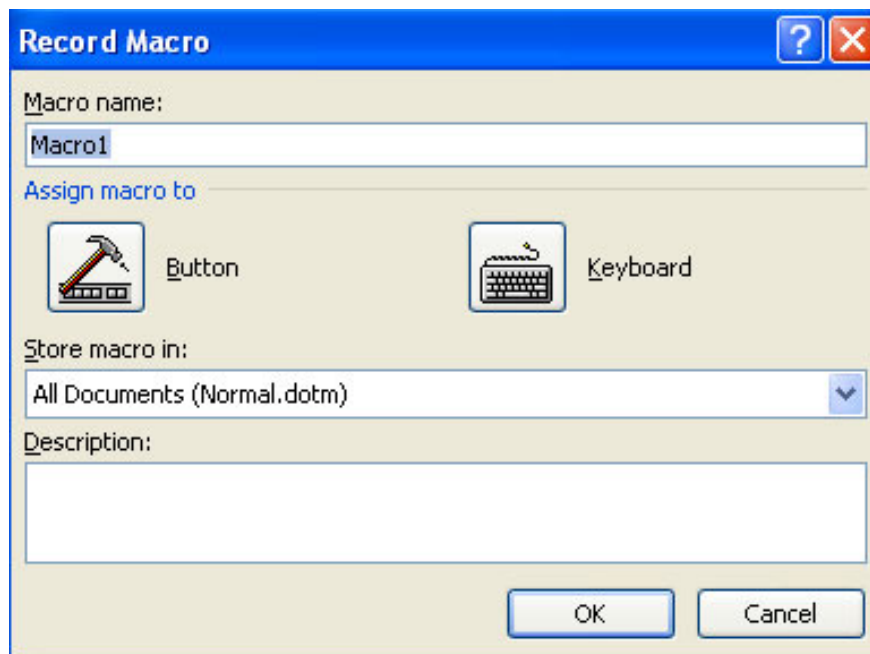
Record a Macro

To record a Macro:

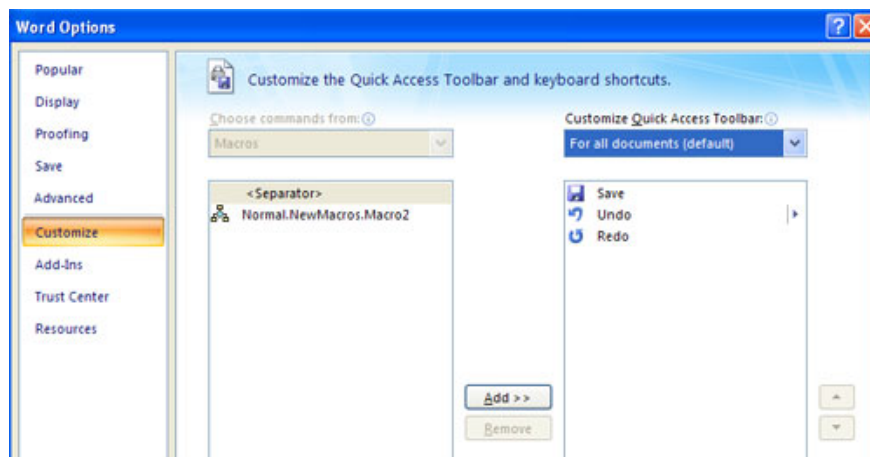
- Click the **View** tab on the Ribbon
- Click the arrow below the **Macros**



- Select **Record Macro** , the dialog box appears as follows:

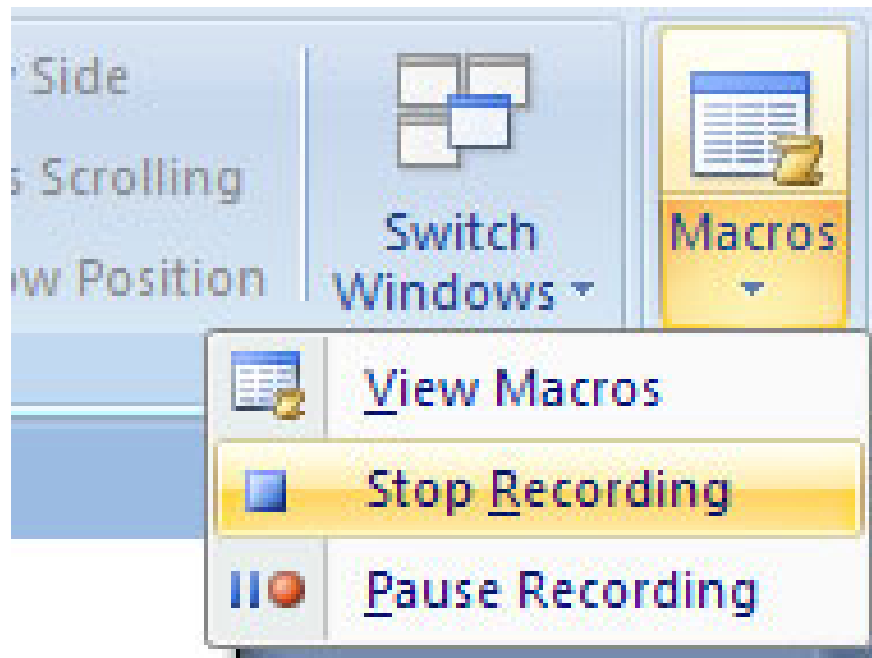


- Enter a name (no spaces)
- Click where you want to assign a button (on the **Quick Access Toolbar**) or keyboard (**string of keys**)
- To assign a Macro to a button on the Quick Access Toolbar:
 - Click **Button**
 - Under **Customize Quick Access Toolbar** , select the document you want Macro to be available.

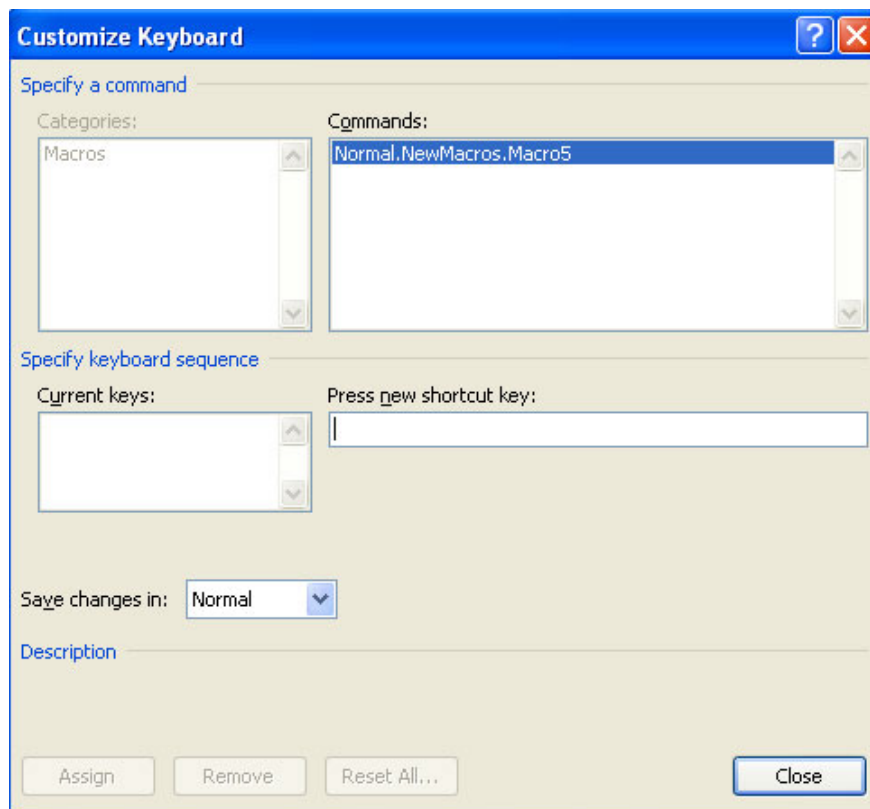


- Under the select command: Click the **Macro** you are recording
- Click **Add**
- Click **OK** to start recording Macro
- Execute the actions you want to be recorded in Macro

- Click Macros
- Click on **Stop Recording Macros**



- To assign a Macro button for a shortcut:
 - At the Record Macro dialog, click **Keyboard**
 - In the **Press New Shortcut Key** box, enter the shortcut you want to assign to the **Macro** button and click **Assign**



- Click **Close** to start recording Macro
- Execute the actions you want to be recorded in Macro
- Click Macros
- Click Stop Recording Macros

Run Macro

Running a Macro depends on where it is added to the Quick Access Toolbar or if it is assigned a shortcut.

- To run a Macro from the **Quick Access Toolbar** , click the Macro icon



- To run a Macro from the shortcut, simply press the keys you have programmed to run Macro.

Next article: MS Word - Lesson 13: Create an automatic table of contents

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