MACROS

What is a macro?

If you perform a task repeatedly in Word, you can automate the task by using a macro. A macro is a series of Word commands and instructions that you group together as a single command to accomplish a task automatically. Instead of manually performing a series of time-consuming, repetitive actions in Word, you can create and run a single macro—in effect, a custom command—that accomplishes a task for you.

Here are some typical uses for macros:
- To speed up routine editing and formatting
- To combine multiple commands; for example, inserting a table with a specific size and borders, and with a specific number of rows and columns
- To make an option in a dialog box more accessible
- To automate a complex series of tasks

How to create a macro

1. You must get the Developer Tab in your document by checking it in Word Options found on the MS Office button.
2. In the Developer Tab, choose "Macro"
3. Choose Record Macro.
4. Name the macro (no spaces or unusual characters in the name, also must begin with a letter), and then you may offer a description of what the macro does.
5. After choosing "button" move the macro to the right pane if you want your macro to be on the Quick Access Toolbar. Choose Okay. At this time, you may modify the icon of the macro with the "Modify" button.
6. Record your macro. Any action you perform within Word will be saved while you are recording.
7. After you have finished recording your Macro, click the "Stop Recording" button on the Developer tab of the ribbon.
8. Your macro icon should appear on the Quick Access toolbar if you assigned a button to your macro.

(Sample Macro)

Sincerely yours,

Sonya Rosenglick
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Practice using your new macro/toolbar button

Now try your new macro simply by choosing the icon in the Quick Access Toolbar.

1. To delete the macro you have just created, go to Macros on the Developer Tab, select the macro you want to delete, and click on the delete button.
2. To edit the macro, go to Macros on the Developer Tab and select the macro name, and then Edit.

View this video on you tube:
http://www.youtube.com/watch?v=RcgzFA4tsGA&feature=player_embedded

http://office.microsoft.com/en-us/word-help/watch-this-record-edit-and-run-a-macro-in-word-2007-HA010336348.aspx

If you would like a quick Jing video that I have made on how to create a macro, email me and let me know.