

# Word 2003: Macros

## Learning guide

### Why automate tasks in Word?

As you create documents in Word, you probably find that you must complete many small tasks over & over. Word macros can help you save time by automating repetitive tasks such as:

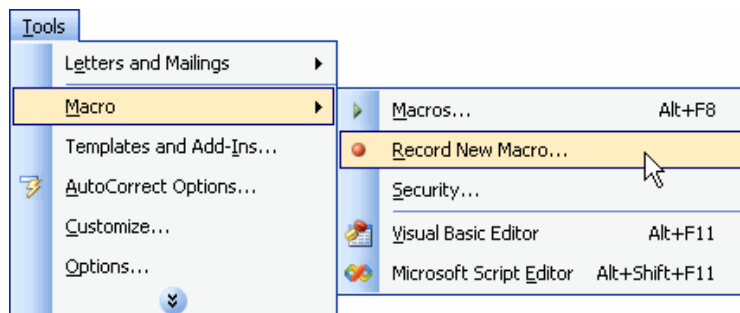
- Inserting frequently-used phrases
- Formatting headers and footers
- Inserting page and column breaks

After you record a macro containing all of the steps that make up a task, you can direct Word to automatically perform this task at any time.

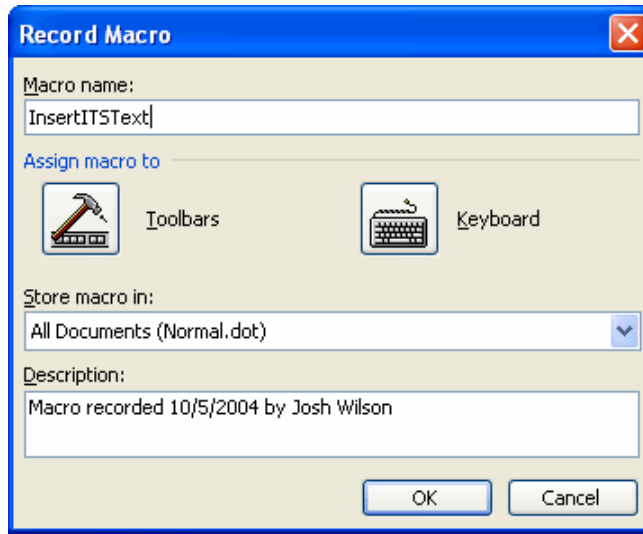
### Recording a macro

#### Getting started

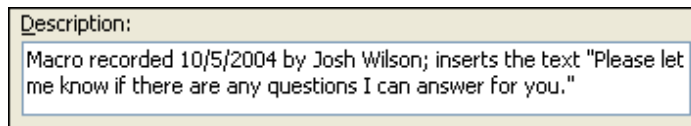
- Open the document whose task you wish to automate.
- On a piece of paper or in a separate document, make a list of all of the steps that must be performed before the task is complete.
- From the **Tools** menu, select the **Macro** submenu. Click on **Record New Macro**.



- Word will display the **Record Macro** window.
- In the box labeled **Macro name**, enter a name for your new macro. For best results:
  - Give your macro a name that describes the task the macro will accomplish.
  - Make sure that the macro's name doesn't include any spaces. Word will not let you record a macro with spaces in its name.

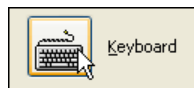


- In the box labeled **Description**, enter a description of the task that your macro will automate.



### Assigning a keyboard shortcut to your macro

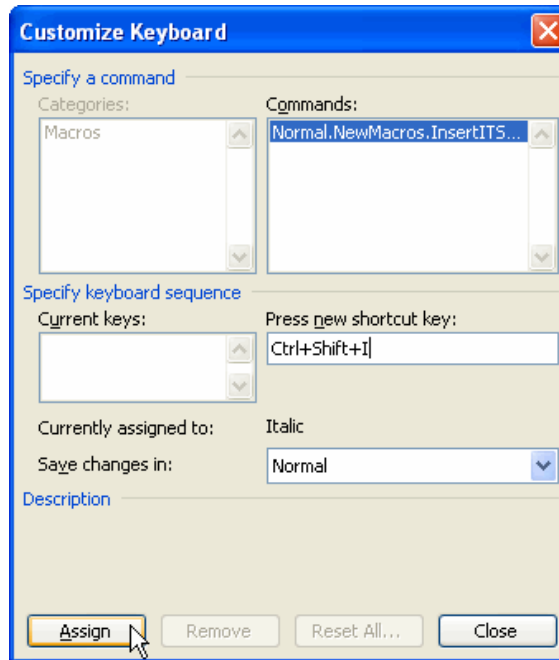
- From the **Record Macro** window, click on the button labeled **Keyboard**.



- 

From the **Customize Keyboard** window that appears, click in the box labeled **Press new shortcut key**.

- Choose a keyboard shortcut to invoke your new macro.
- Press and hold the keys used in your shortcut.
- In the lower left corner of the **Customize Keyboard** window, click on the button labeled **Assign**.



- The keystroke you chose will appear in the **Current keys** box.
- Click on the button labeled **Close** at the lower right corner of the **Customize Keyboard** window.
- The window will close, and you'll be ready to begin recording your macro.

### Recording the steps in your macro

Once you've chosen a name and assigned a keyboard shortcut for your macro, you're ready to perform the steps that make up the task you wish to automate. While you're recording your macro:

- The **Stop Recording** toolbar will appear in the upper left of your Word window.
- The **recording cursor** will replace the standard **arrow** and **I-beam** cursor that Word displays.

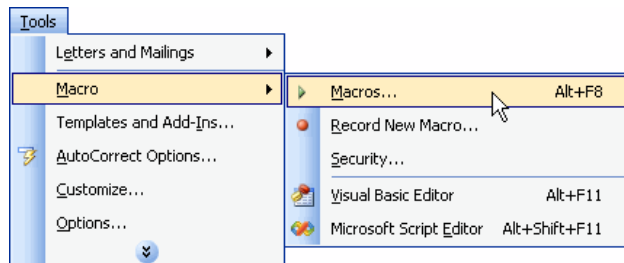


- One by one, perform the steps that you wish to automate.
- When you have finished recording each step, click on the square **Stop Recording** button on the **Stop Recording** toolbar.

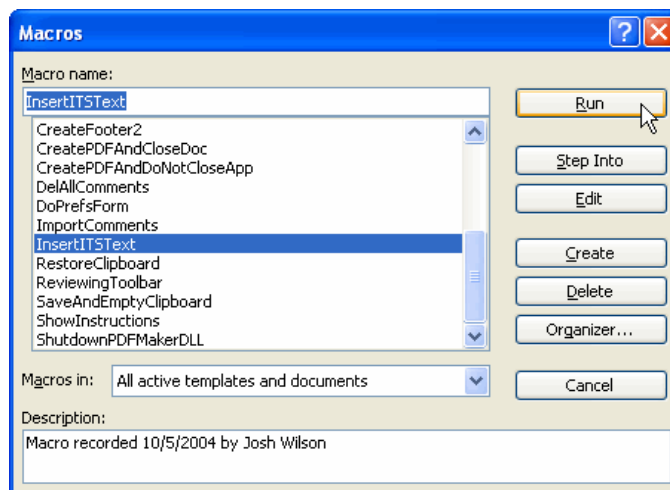
**Tip:** While you record your macro, you won't be able to use your mouse to select text within your document. To select text, hold down the **Shift** key on your keyboard and press the arrow keys to change the size of the selected area.

## Running a macro

- If necessary, click to position your cursor at the location in your document where you wish to perform your task.
- Run your macro using one of these techniques. *Either:*
  1. Press the keystroke combination that you assigned when you recorded the macro, *or*
  2. From the **Tools** menu, select the **Macro** submenu.
    - Click on **Macros**.



- From the **Macros** window, click on the name of the macro you wish to run.
- Click on the button labeled **Run**.

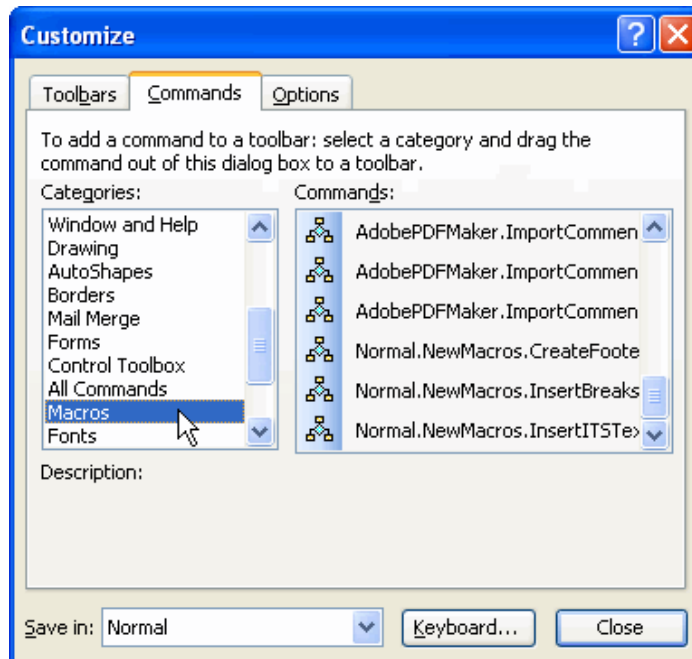


## Creating easy access to your macro

Once you've recorded your macro, you can run it even more easily by making it accessible from one of Word's toolbars or menus.

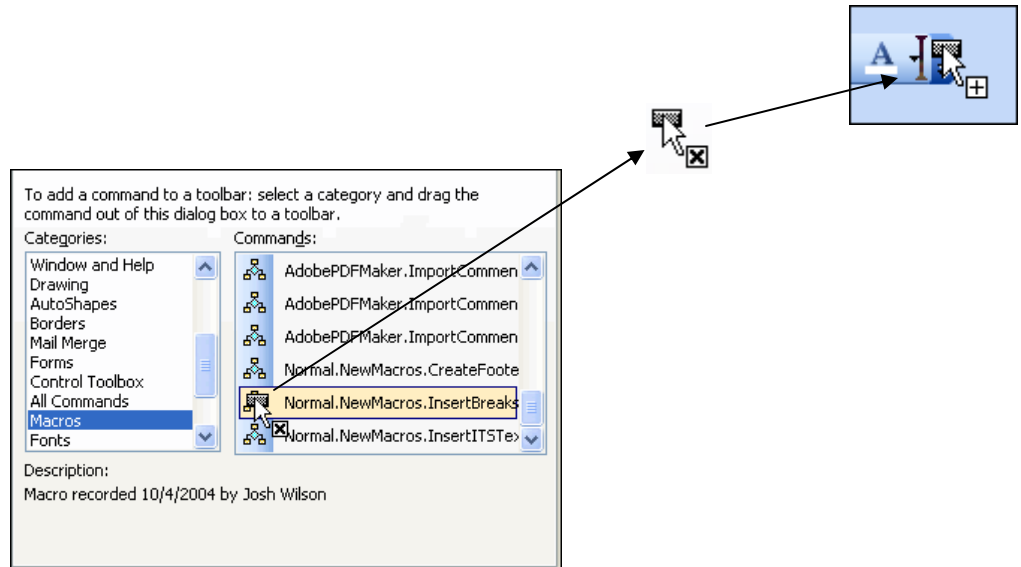
### Creating a toolbar button for your macro

- From the **View** menu, select the **Toolbars** submenu. Click on **Customize**.
- At the top of the **Customize** window that appears, click on the **Commands** tab.
- In the **Categories** list at the left of the window, scroll down until the **Macros** category is visible.
- Click on the **Macros** category.

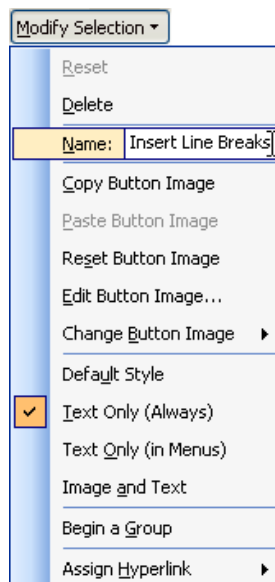


- In the **Commands** list at the right of the window, scroll down until you find the name of the macro for which you wish to create a toolbar button.

- Drag the name of the macro to the location where you wish to place its toolbar button.



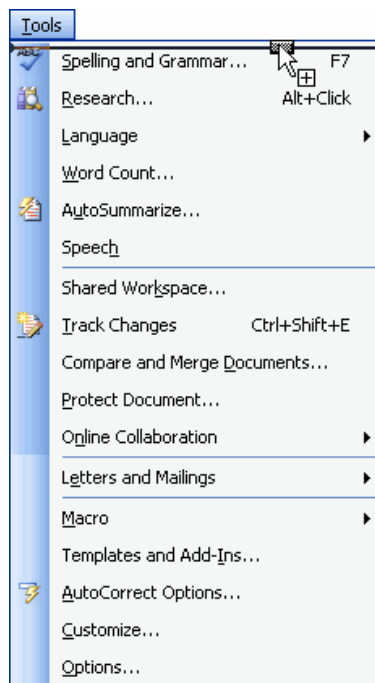
- From the **Customize** window, click on the **Modify Selection** button beneath the **Categories** list.
- From the drop-down menu that appears, select the text that appears inside the box labeled **Name**.
- Enter a name for the toolbar button you just created.
- Click on the **Modify Selection** button again to save the name you just created.



- At the bottom right of the **Customize** window, click on the button labeled **Close**.

### Creating a menu item for your macro

- From the **View** menu's **Toolbars** submenu, click on **Customize**.
- From the **Customize** window, click on the **Commands** tab.
- In the **Categories** list, click on the **Macros** category.
- In the **Commands** list, find the name of the macro for which you wish to create a menu item.
- Drag the macro's name to the menu from which you wish to access the macro.
- After a brief pause, the menu's contents will appear.
- Drag the macro to the menu position where you want the macro's name to appear.



- From the **Customize** window, click on the **Modify Selection** button beneath the **Categories** list.
- From the drop-down menu that appears, enter a name for the menu item you just created inside the box labeled **Name**.
- Click on the **Modify Selection** button again to save the name you just created.
- At the bottom right of the **Customize** window, click on the button labeled **Close**.