



How to Create a Macro

Definition: A macro is a stored set of instructions that can be run by using a command. A macro is used to standardize complex and repetitive tasks.

Macros can include

- Keystrokes (function and shortcut keys)
- Mouse clicks (selections in dialog boxes, menus and toolbars)

Note: It will not record mouse movements such as text selections. You can use keyboard shortcuts to perform the same tasks.

Examples:

- Special header or footer
- Closing in a letter
- Pulling information from an Excel spreadsheet
- Find and replace

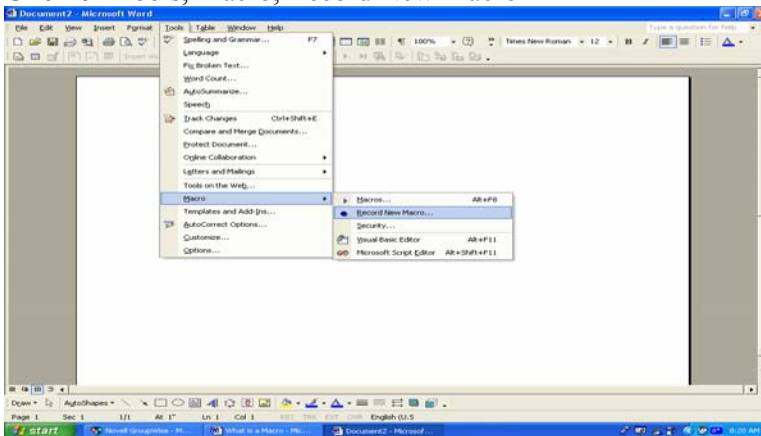
Planning a macro

- Go through the steps and commands you want the macro to do
- Do a test run of the macro
 - Know the keyboard shortcut keys you will use
 - Know the dialog boxes, menus and toolbars that you will use
- Decide if the macro will be dependant on the current content of the document

Creating a Macro

For this exercise we will be creating a macro to insert a signature block.

Click on [Tools, Macro, Record New Macro](#)

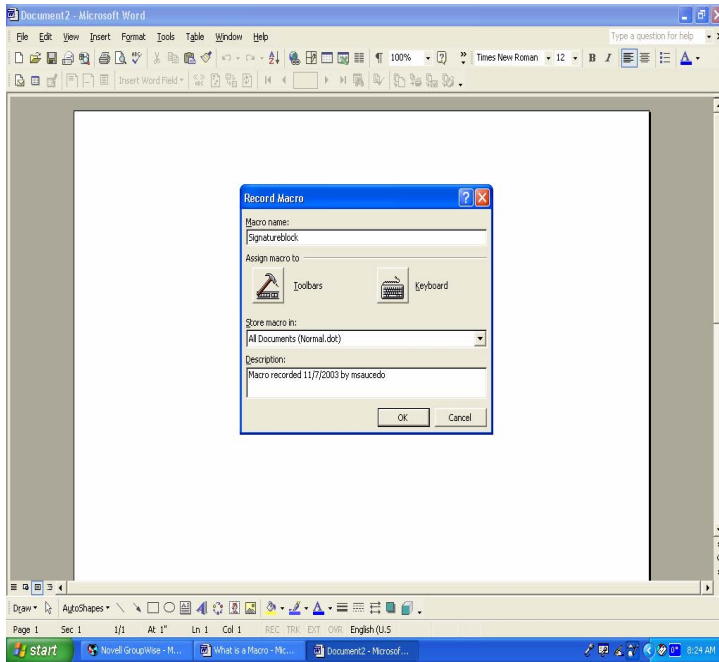


In the [Record Macro dialog box](#), name your macro. Note: Macro names must not contain spaces and must begin with an alphabetic character.

Enter Signatureblock in **Macro name**

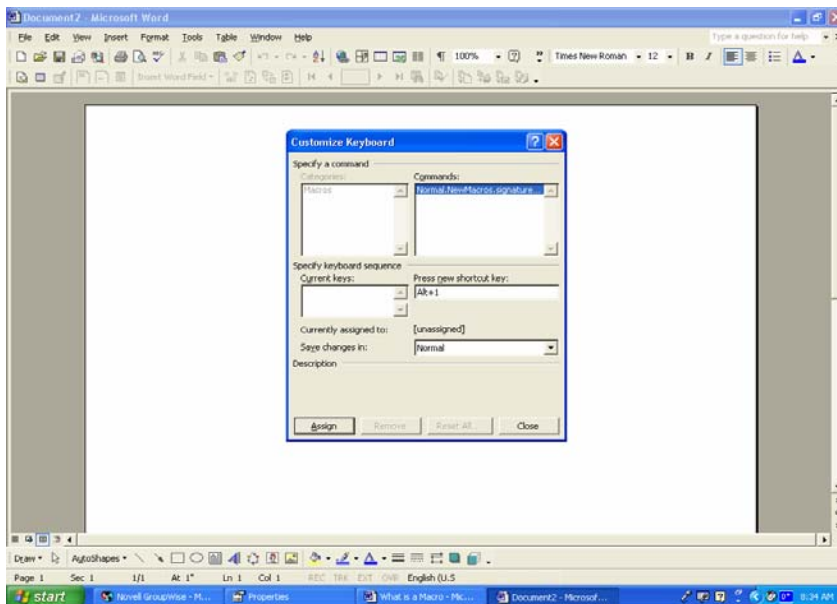
Store macro in: specifies your storage location. We will use the default for this exercise.

Click on **Keyboard** to assign a keyboard shortcut to your macro



Note: To avoid conflicts with built-in Word keyboard shortcuts, choose a keyboard combination that uses Alt plus a letter or number character.

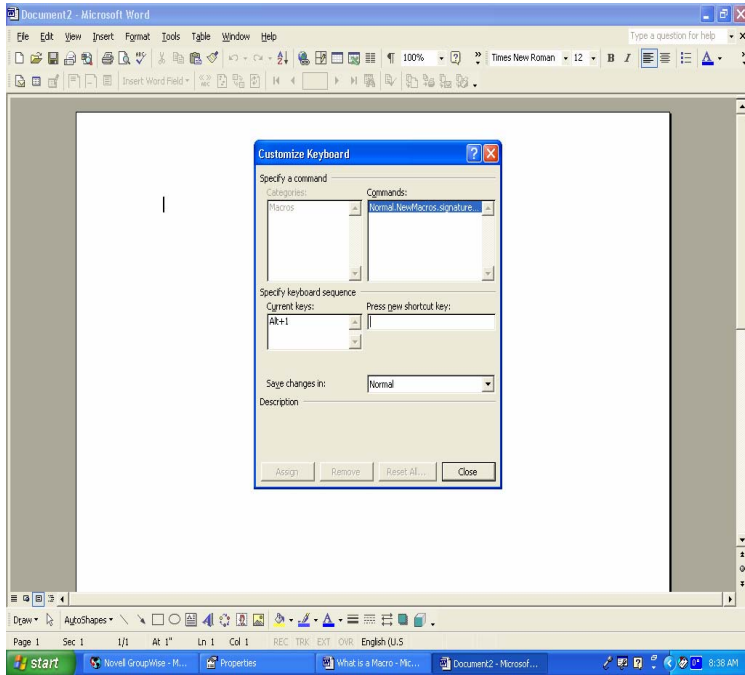
With your **cursor** in the **Press new shortcut key box**, press **Alt plus the number 1**.



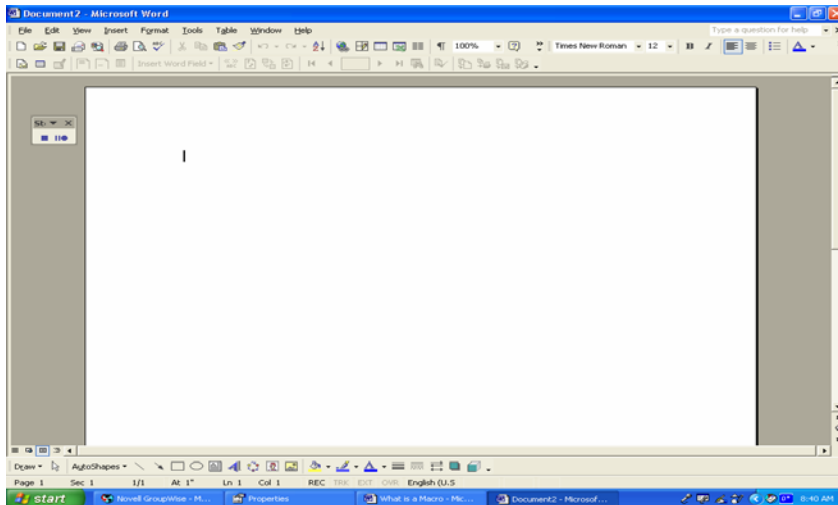
Click the **Assign** button.

The key combination Alt +1 should appear in the **Current Keys** list.

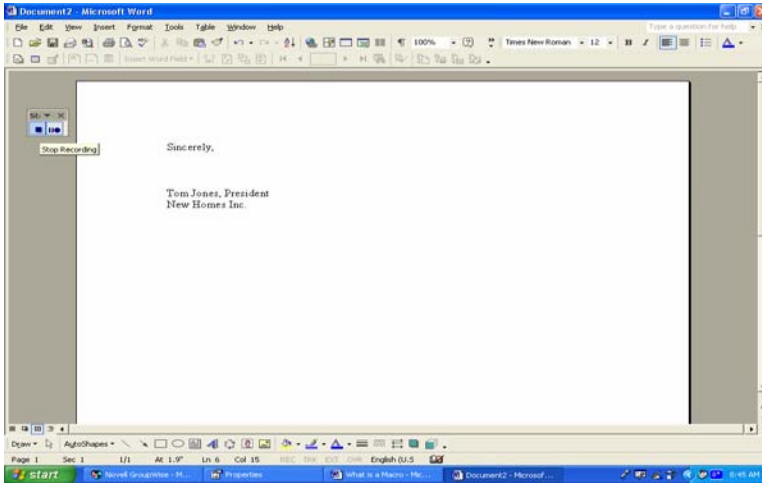
Click **Close**



The **Stop Recording Toolbar** appears and the mouse pointer changes to the recording pointer.



Type your signature block. See below.
Click [Stop Recording](#) on the [Stop Recording Toolbar](#) once you are done.



You can test the macro by opening a new document and pressing Alt +1. This is the shortcut key combination that we assigned to it.