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.