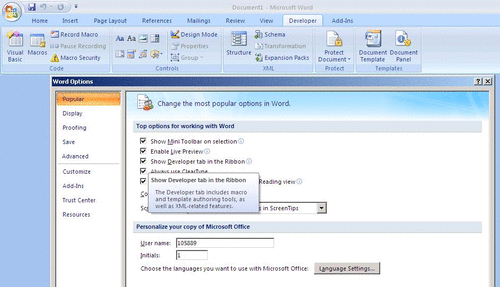
Microsoft Word Macros

## How to Create a Word Macro in Microsoft Office 2007?

Word Macros can be created either by using the inbuilt macro recorder or by writing Visual Basic for Applications (VBA) code. Here, we will detail the steps to create a Word macro using the macros recorder, as it is relatively easier to use.

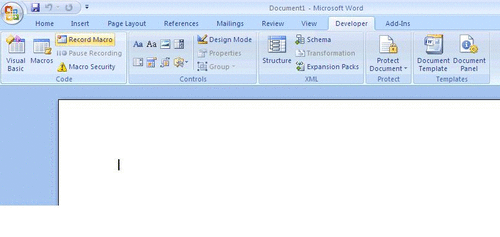
There are over 1000 commands in MS word, many of which are on the Office 2007 MS Word ribbon (or on menus and toolbars in earlier versions of MS word) and they all have different shortcut keys assigned to them. To create Word Macros, one must first enable the Developer tab in MS word 2007.To do so,

* Click the **Microsoft Office Button**, and then click **Word Options**.
* In **Word Options** Window, Click **Popular**.
* Under **Top options for working with Word**, select the **Show Developer tab** in the Ribbon check box.



### How to record a Word Macro?

* On the **Developer** tab, click **Record Macro**, in the **Code** group.
* In the **Macro name** box, type a name for the macro. but you need to be careful in naming a macro. If you give a new macro the same name as a built-in macro in Office Word 2007, the new macro actions will override the built-in macro. check the list of built-in macros, on the Developer tab, in the Code group, by clicking **Macros** and choosing **Word Commands**, under “**Macros in**” dropdown list.
* In the **Store macro in** box, click the **template** or document in which you want to store the macro. A template is a file that contains the structure and tools for shaping such elements as the style and page layout of finished files. For example, [Word Templates](http://techblissonline.com/word-template-formatting-format-templates/) can shape the entire Word document.
* In the **Description** box, type a description of the macro.
* Then to begin recording the macro without assigning it to a button on the Quick Access Toolbar or to a shortcut key, click **OK**.
* Perform the actions that you want to include in the macro.
* To stop recording your actions, click **Stop Recording** in the **Code** group.



### How to assign the Word macro to a button on the Quick Access Toolbar?

If you want to assign the macro to a button on the Quick Access Toolbar, Click the button and Under **Customize Quick Access Toolbar**, select the document (or all documents) for which you want to add the macro to the Quick Access Toolbar. It is important to remember that to make your macro available in all documents, you need to **click Normal.dotm**.

* Under **Choose commands** from dialog box, click the macro that you are recording, and then click **Add**.
* To customize the button, click **Modify**.
* Under **Symbol**, click the symbol that you want to use for your button.
* In the **Display name** box, type the macro name that you want to display.
* Click **OK** twice to begin recording the macro.
* The symbol that you choose is displayed in the **Quick Access Toolbar**. The name that you type is displayed when you point to the **symbol**.

### How to assign a keyboard shortcut to the Word macro?

To assign a keyboard shortcut to the macro, do the following:

* Click **Keyboard**.
* In the **Commands** box, click the **macro** that you are recording.
* In the **Press new shortcut key** box, type the key sequence that you want, and then click **Assign**.
* Click **Close** to begin recording the macro.

It is also important to remember that when you record a macro, you can use the mouse to click commands and options, but not to select text. You must use the keyboard to select text.