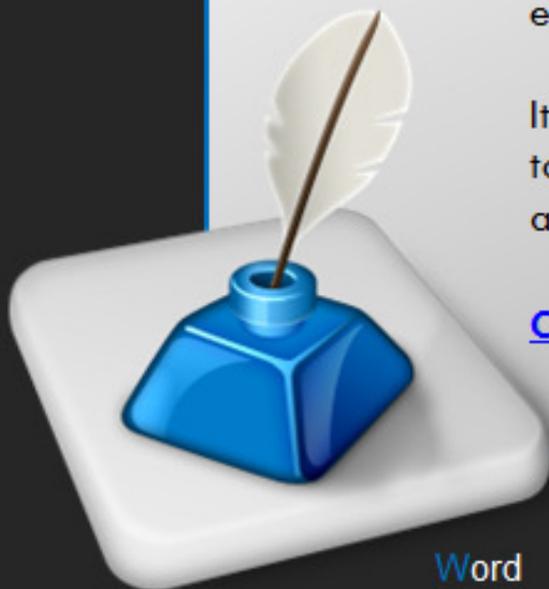# PRODUCTIV**IT**Y

Automate Tasks in Word using Macros

Macros are advanced features in Word that can speed up editing or formatting which you may need to perform often.

It is a series of commands and instructions that you group together as a single command to accomplish a task automatically.

Click here to automate your task in Microsoft Word.

Word

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Automate Tasks in Word using Macros

| MS Word 2003	MS Word 2007
Recording a Macro ▪ *(Optional)* Make a list of steps for specific task you are going to perform. (e.g., applying bold and italic formatting at the same time) ▪ From **Tools** menu, select the Macro submenu. Click on **Record New Macro.** 	**Recording a Macro** ▪ *(Optional)* Make a list of steps for specific task you are going to perform. (e.g., applying bold and italic formatting at the same time) ▪ From the **View** menu, go to **Macros** and click the **Record Macro** button.
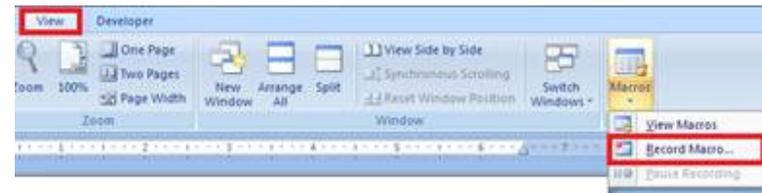
▪ **Record Macro** window will display.

▪ In the **Macro name,** enter a new name for your macro.

Tips:

  ▪ *Give your macro a name that describes the task.*
  ▪ *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.*

▪ Enter description to the task. (Optional)
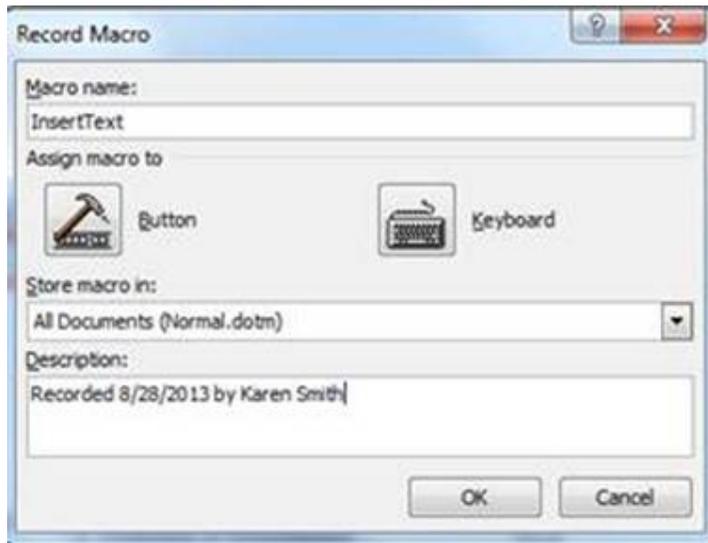
Assigning a keyboard shortcut to your Macro

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

- **Customized window** will appear. In the textbox **Press new shortcut key** perform your own keyboard shortcut. For example: **alt+ctr+x**.

  Note: Make sure the keyboard shortcut does not have corresponding shortcut key in Word.

- In the lower left corner of the **Customize Keyboard** window, click the button **Assign**
- Then click **Close** place in lower right corner of the Customized Keyboard window.
- Then click the **Close button**. Word is now ready to begin recording the macro. Do whatever task you want to accomplish.

Running a Macro
- Position your cursor at the location in your document where you wish to perform your task.
- Run your macro using one of these techniques.
  1. Press the keystroke combination that you assigned when you recorded the macro, *or*

2. From the **Tool** menu, select the **Macro** submenu.
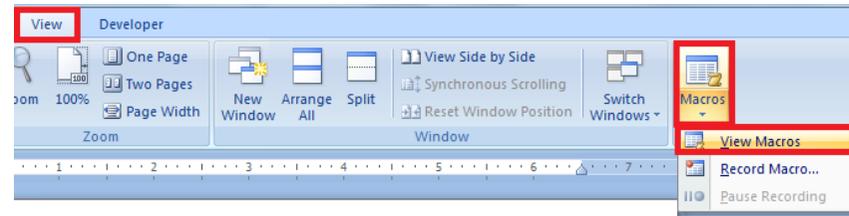- Click the **Macros.**
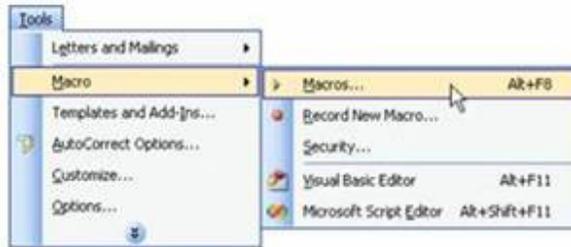
- From the **Macros** window, click on the name of the macro you wish to run.
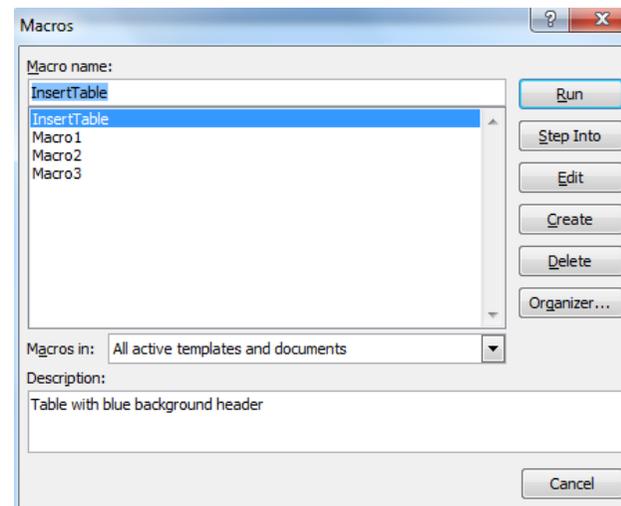- Click **Run.**
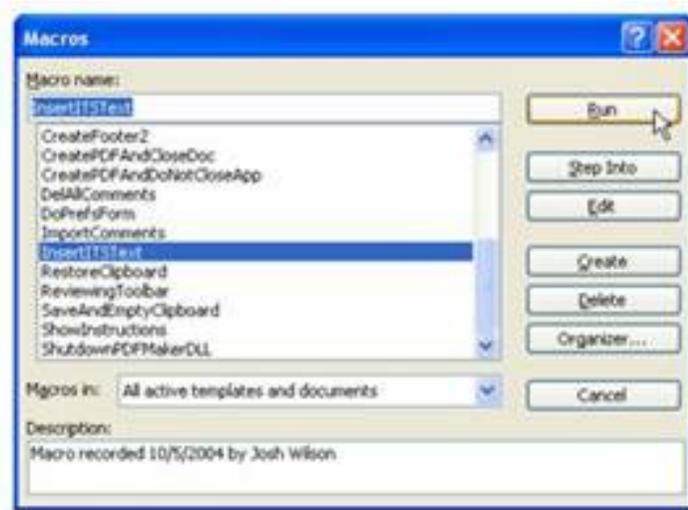
2. From the **View** menu, click **Macros** submenu.
- Click **View** Macros.

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

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