

Macros in Microsoft Word

South Puget Sound Community College

Student Computing Center

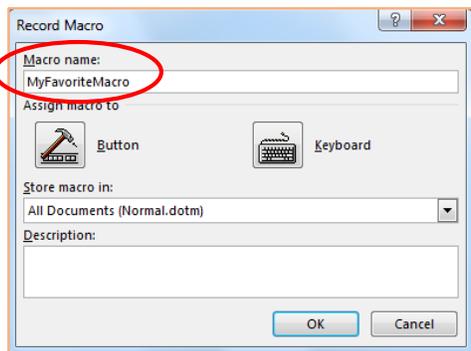
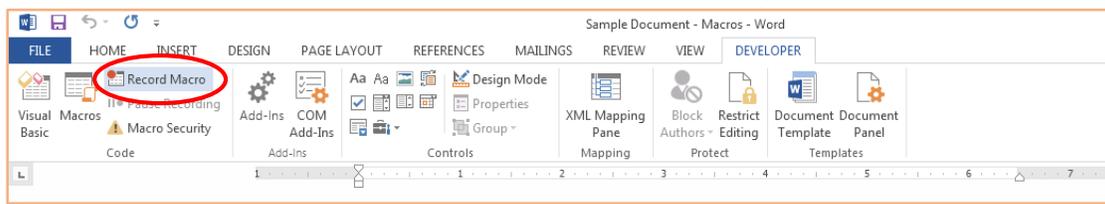
Written by: Chris Dorn

Macros – a little known tool in Microsoft Word – allow you to automate frequently used formatting settings. Macros are especially useful when you find yourself making the same formatting changes over and over again to multiple documents. Rather than repeat all of those steps every single time, a macro allows you to record the steps and then execute all of them at once using a single button or keyboard command.

This tutorial covers how to record and run macros. For trouble-shooting ideas, see our ["Macro Tips" tutorial](#).

Recording the Macro

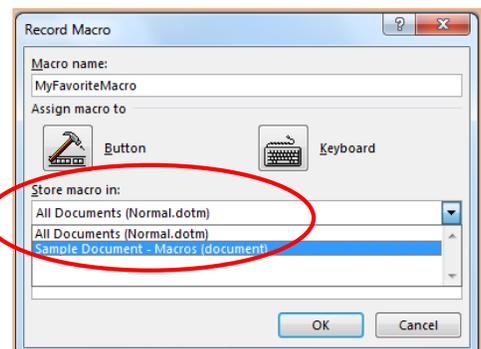
To record a macro, select "Record Macro," found on the Developer tab.

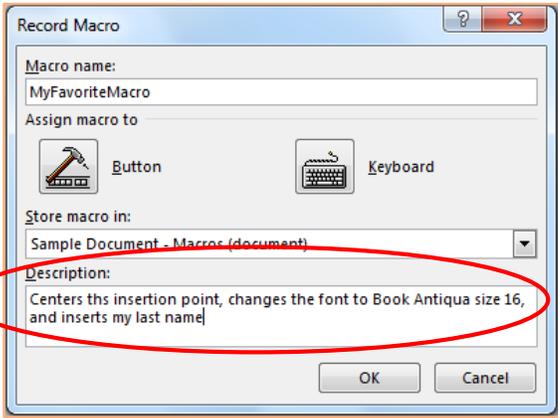


You can give your macro any name that you'd like, as long as there are no spaces in the name.

The "Store macro in" dropdown menu gives you the option to save the macro to all future Word documents or only to documents based on your template.

If you are working on your personal computer, feel free to select "All Documents." If you are on a public computer, however, it is recommended that you store your macro only in the document or template you are working in.

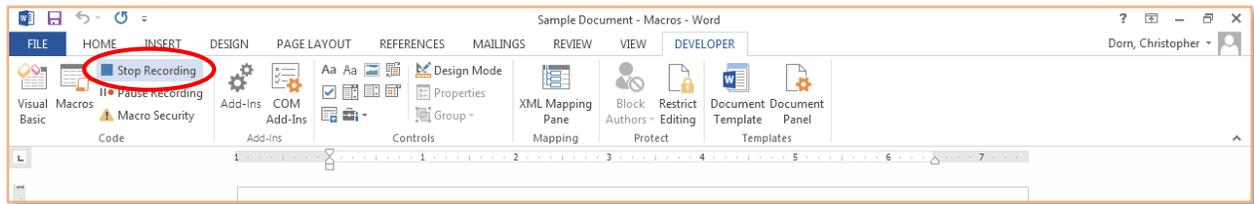




You can also write a description of what your macro does. This is optional, and it serves as a reference for you so that you can remember the purpose of each macro.

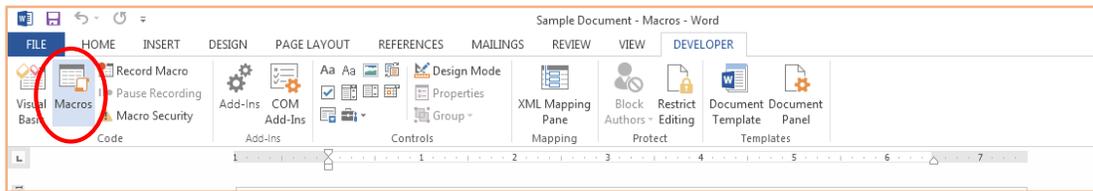
After clicking OK, Microsoft Word is recording everything you do to the document, including formatting changes and additions of text.

Once you have recorded all of the desired formatting changes and text insertions, click "Stop Recording" on the Developer tab, and your macro is now ready to use!



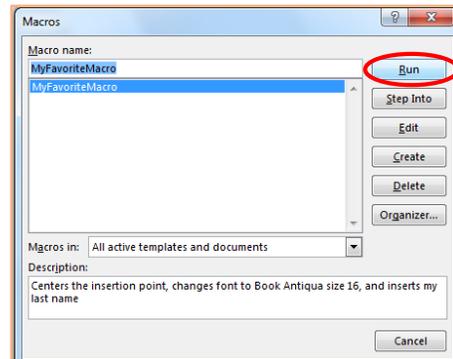
Running the Macro: Macros Dialog Box

There are three ways to then use your recorded macro. The first is to select "Macros" from the Developer tab.



Then, in the Macros dialog box which appears, select the desired macro and click "Run."

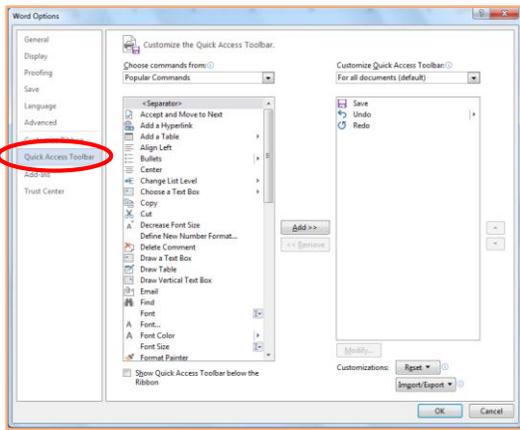
You should see your macro take effect right away.



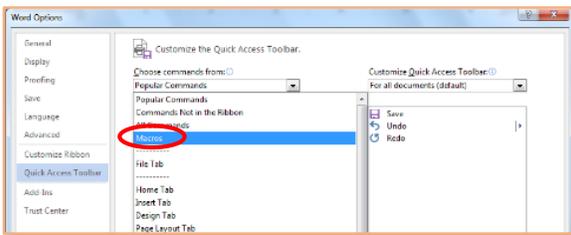
Running the Macro: Quick Access Toolbar

The second way is to assign the macro to your toolbar. To do this:

1. Go to the File tab.
2. Select Options

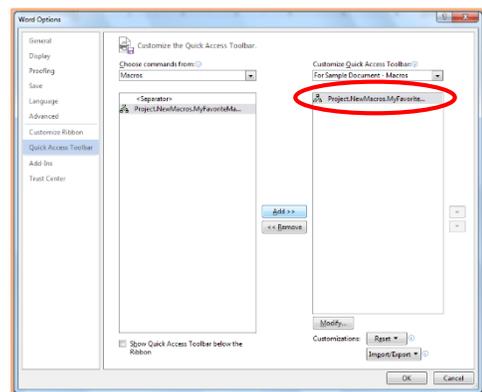
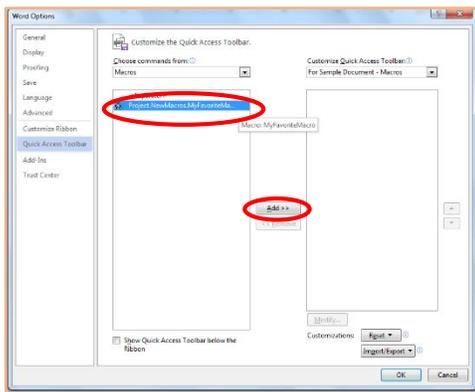


3. Select Quick Access Toolbar.

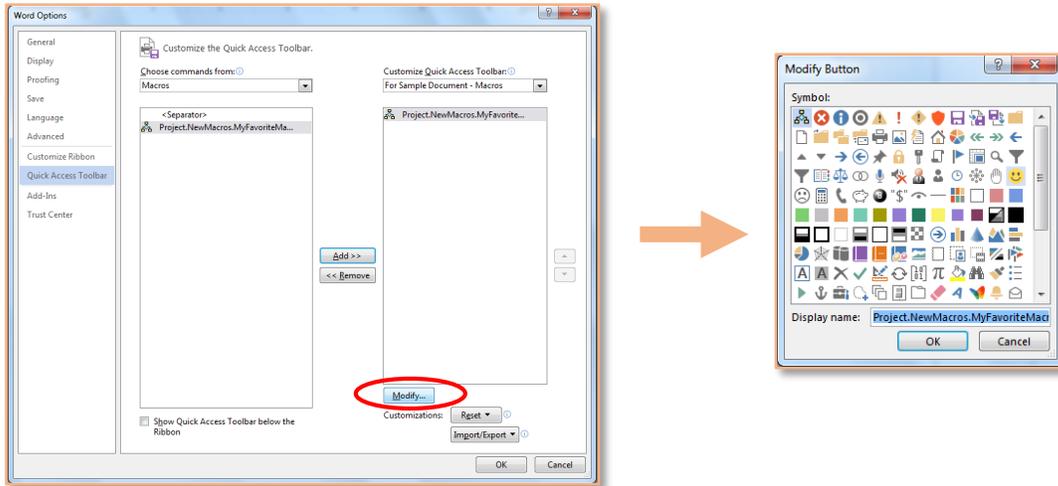


4. Under "Choose commands from," select "Macros" from the dropdown menu.

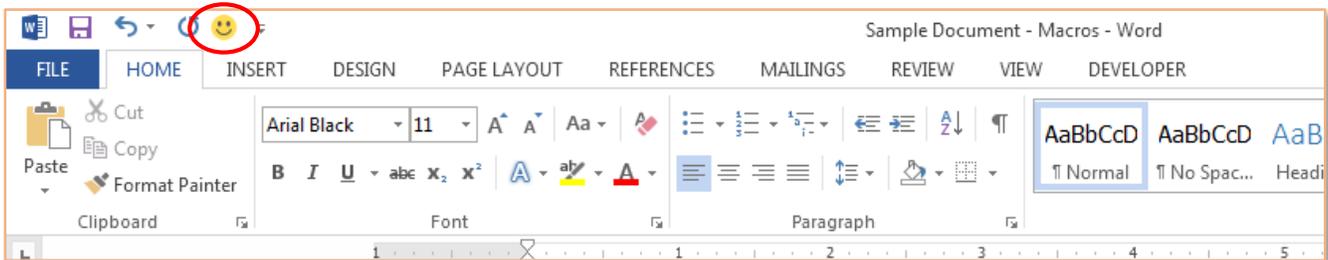
5. Select your desired macro(s) and click "Add." You will then see your macros appear in the right-hand box.



- (optional) If you want to customize the icon that will appear on the toolbar, select "Modify" and choose whichever icon you'd like.



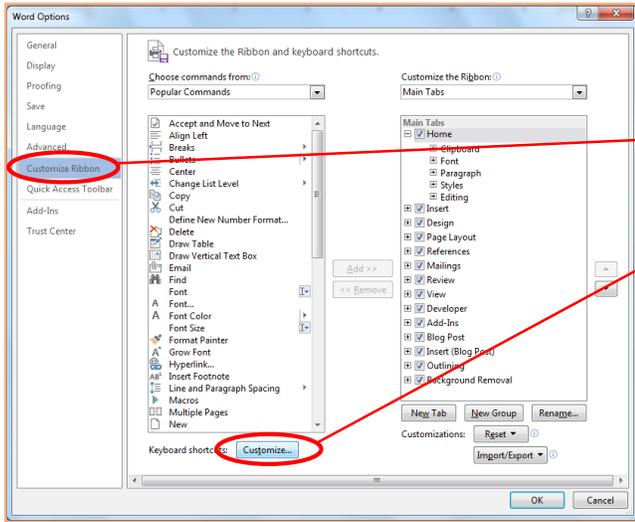
- Click OK. You should now see your newly assigned icons at the top of your ribbon, on your Quick Access toolbar. To run the macro, simply click on the icon.



Running the Macro: Keyboard Shortcuts

The third way to run your macros is to assign keyboard shortcuts to them. To do this:

- Go to the File tab.
- Select Options.

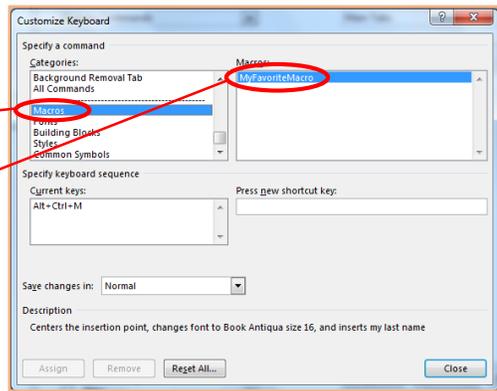


3. Select Customize Ribbon from the left-hand side.

4. Select the "Customize" button which appears next to "Keyboard Shortcuts."

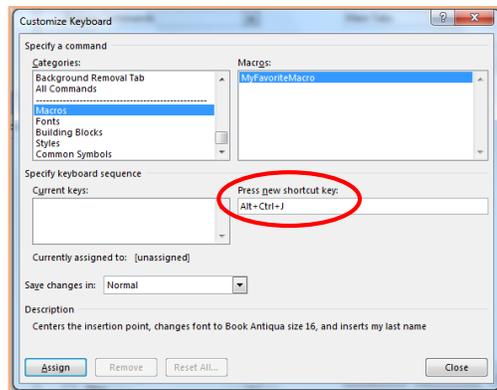
5. Under "Categories," scroll down to the bottom and select Macros.

6. In the right-hand box, select the desired macro.



7. Click in the "Press new shortcut key" and then type the desired keyboard shortcut.*

**Hint: In order to avoid using pre-existing keyboard shortcuts, try creating shortcuts which use at least 3 keys, e.g. Ctrl + Alt + J or Ctrl + A + P.*



8. Select "Assign" and close the dialog box.

You can now press the keyboard shortcut to run your macro. Give it a try!