

Microsoft Word - Macros Explained



Macros Explained.

Macros or macroinstructions allow you to automate procedures within Word.

The document where you wish to store the macro must be saved as a **Word Macro – Enabled Document**.

Macros are usually recorded using the Macro recorder and then played back.

The trigger for playing them back is either a choice, a Button on the Quick Access Toolbar or specified short cut key.

Macros are written and recorded in the Visual Basic for Applications (VBA) language.

VBA is a high-level, visual-programming version of Basic which has been developed to manipulate an office application, in this case, Word. A "high-level" language does not mean that it is particularly difficult; quite the opposite, it means that it is quite close to a human language. However, you do not need to know how to program or learn the VBA language to create macros, just use the recorder and play back your recordings.

Macros are stored within the Word document file in modules.

To actually view the VBA instructions, the code, you need to go to the Visual Basic Editor (VBE) which is the working environment for macros. It is here that you can edit macros, copy macros from one module to another, copy macros between different documents and rename the macros.