

Microsoft Word - Recording a Macro



Recording a Macro.

1. **Click** on the Developer tab.
2. **Click** on **Record Macro**.
3. **Enter** a **name** for the macro (one word only).
4. Either assign a **shortcut key** or **assign a button** to run the Macro.
5. Click **Store Macro in:**

All documents: available in all documents.

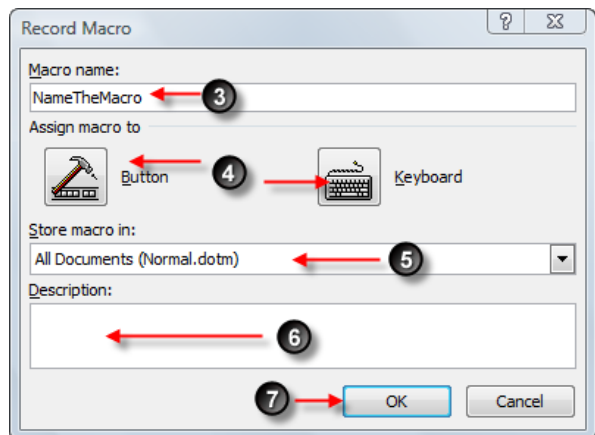
This document: only available in the documents you are in.

Documents based on: Macro is available documents based on this document.

6. **Enter** a description for the macro if required.
7. Click **Ok**.
8. **Perform** the macro actions required
9. Click **Stop Recording** button.

Developer

Record Macro



Stop Recording