

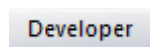
# Microsoft Word - Writing a simple Macro



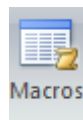
## Writing a simple Macro.

Not all macros can be recored, it is sometimes necessary to write your own VBA scripte, the macros are stored within the document in what is call a module.

1. Click the **Developer** tab.



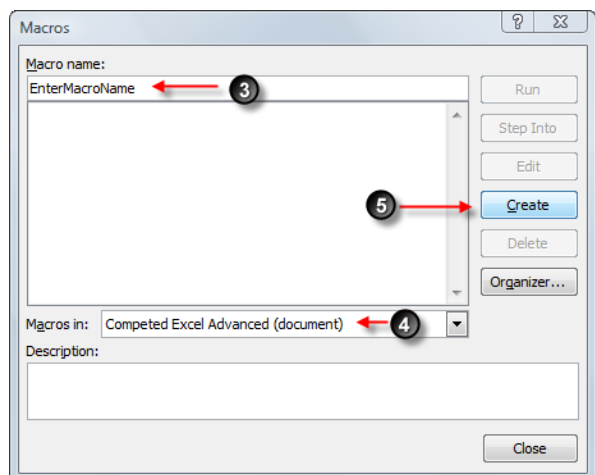
2. Click the **Macros** button.



3. Enter a name for the macro.

4. Select the location where you wish to store the VBA code.

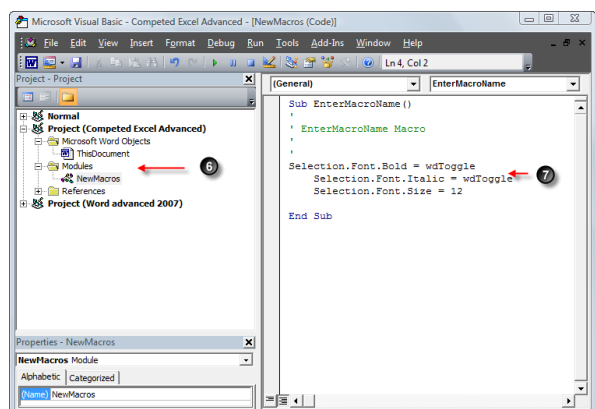
5. Click **Create** – the Visual Basic window will be displayed.



6. Check to make sure code is going to be stored in the **correct** location.

*In this case within the current document module.*

7. Enter require code.



8. Once the code has been entered **save** the code using the **Save** icon, **Return** to Word by either selecting the **Word** icon from the toolbar or selecting **File** → **Close** and **Return to Microsoft Word**.

