

## How to Create a Macro

1. On the Tools menu, point to Macro, and then click Record New Macro.
2. In the Macro name box, type a name for the macro.
3. In the Store macro in box, click the template.
4. In the Description box, type a description for the macro.
5. If you don't want to assign the macro to a toolbar or shortcut key, click OK to begin recording the macro.
6. (To assign the macro to a toolbar or menu, click Toolbars, and then click the Commands tab. In the Commands box, click the macro you are recording, and drag it to the toolbar or menu you want to assign it to.) Click Close to begin recording the macro.
7. (To assign the macro to shortcut keys, click Keyboard. In the Commands box, click the macro you are recording. In the Press new shortcut key box, type the key sequence, and then click Assign. Click Close to begin recording the macro.)
8. Perform the actions you want to include in your macro. When you record a macro, you can use the mouse to click commands and options, but not to select text. You must use the keyboard to record these actions. For example, you can use F8 to select text and press END to move the cursor to the end of the line.
9. To stop recording your macro, click Stop Recording.

## How To Run a Macro

1. On the Tools menu, point to Macro, and then click Macros.
2. In the Macro name box, click the name of the macro you want to run.
3. Click Run.

Janet Benincosa  
jhbeninc@access.k12.wv.us