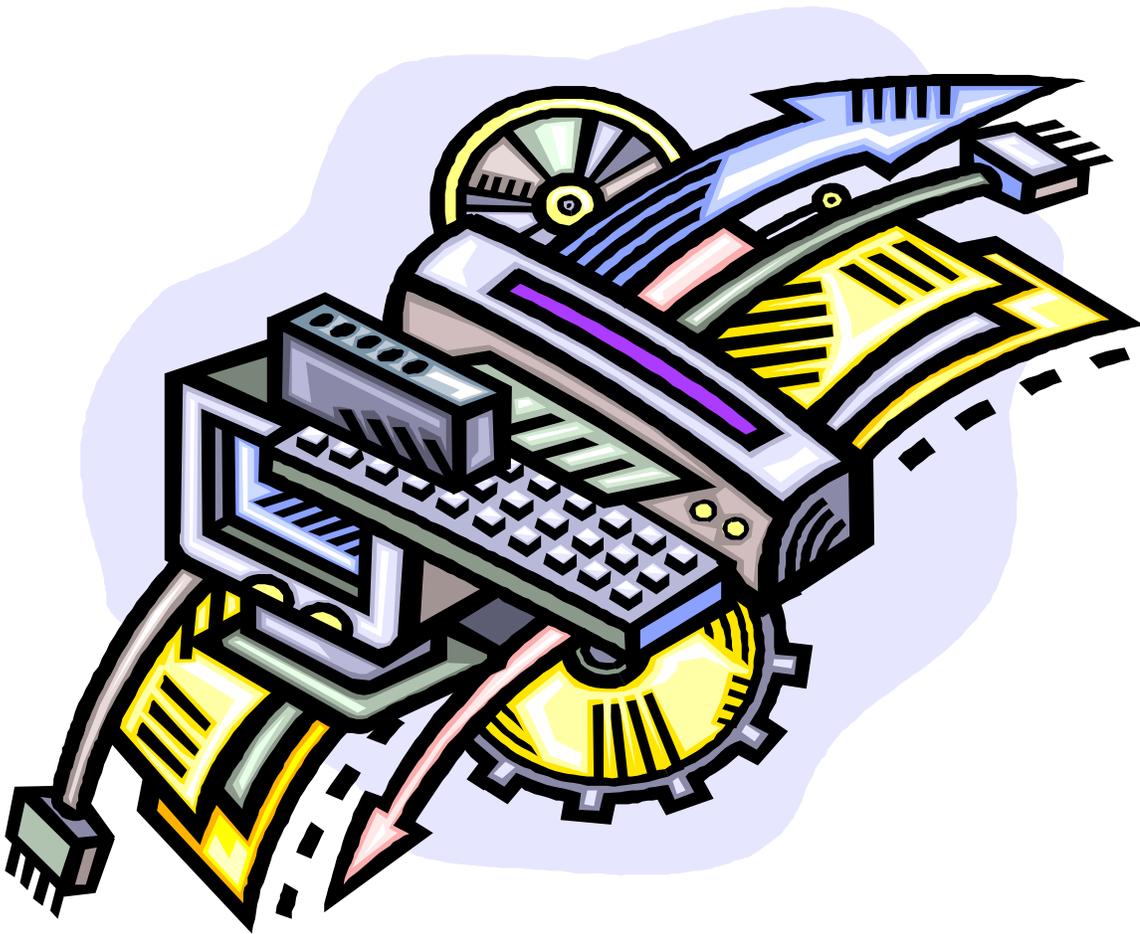


Creating Macros In Word 2013



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Creating a Macro in Word 2013

What is a Macro?

A **Macro** automates a task performed repeatedly or on a regular basis. For example, a series of commands and actions (mouse clicks and key strokes) to format a Banner budget report. These steps can be stored and run to automatically repeat the formatting.

In the case of Banner budget reports, after opening the report in Word, record and save formatting commands as a **Macro**. Using this Macro, future reports format exactly the same way, automatically, with just one click of a button. Here's how:

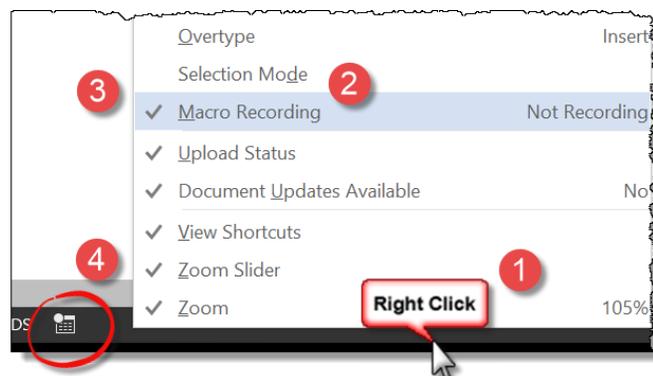
Tip: The most important step in creating a **Macro** is careful planning. For example, determining the formatting steps of a report prior to recording the **Macro**. Beginning on page 8 are sample formatting steps for a report generated in Banner.

Instructions for Creating a Macro:

Step 1 – Display the *Macro Recording* Button

In Word 2010, the **Macro Recording** button can be displayed on the **Status Bar**. By default, this button is not displayed. To display the button, do the following:

1. Right click on the **Status Bar**. The Status Bar is at the bottom of the Word window. This opens the **Customize Status Bar** menu.
2. Click on **Macro Recording**.
3. This puts a check mark by **Macro Recording** and...
4. Displays the **Macro Recording** button on the Status Bar.



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Step 2 - Create a Macro Button

With the **Word** document open, click on the **Record Macro** button.

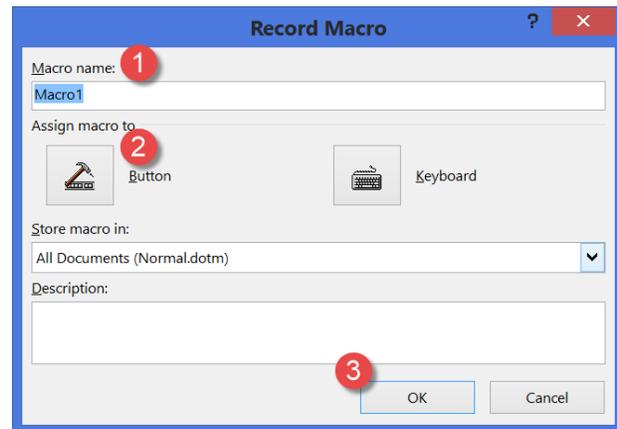


The **Record Macro** dialog box opens.

1. In the **Macro name:** field enter a name for this macro.

Note: This name cannot contain spaces.

2. In the **Assign Macro to** area click the **Toolbar** button.
3. Click **OK**.

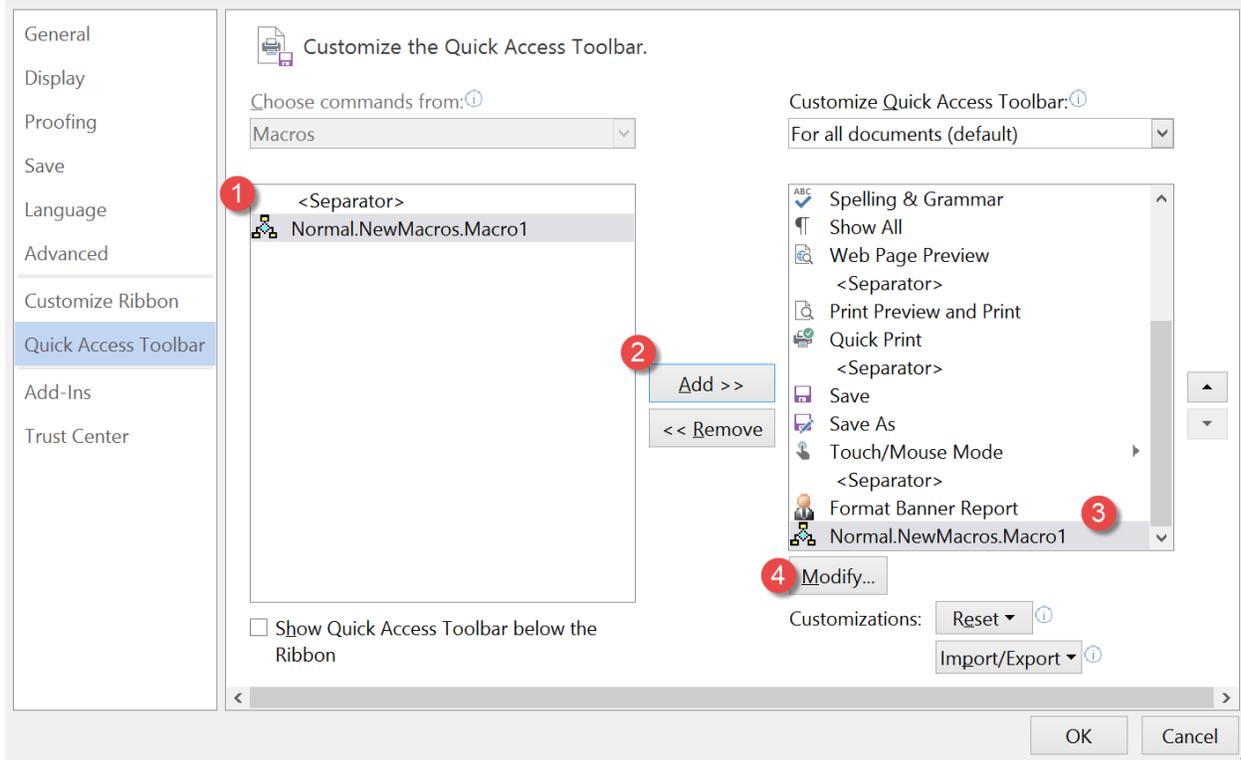


The **Word Options** window opens. The **Quick Access Tool Bar** button is selected on the left and the **Customize the Quick Access Toolbar** window is on the right.

See the screen shot below:

Word

Creating a Macro



In the left pane, click on ***Normal.NewMacro. (your macro name)*** to select it.

See #1 above

Click the ***Add*** button.

See #2 above

This will add a button for the **Macro** to the **Quick Access Tool Bar** list in the left pane.

See #3 above

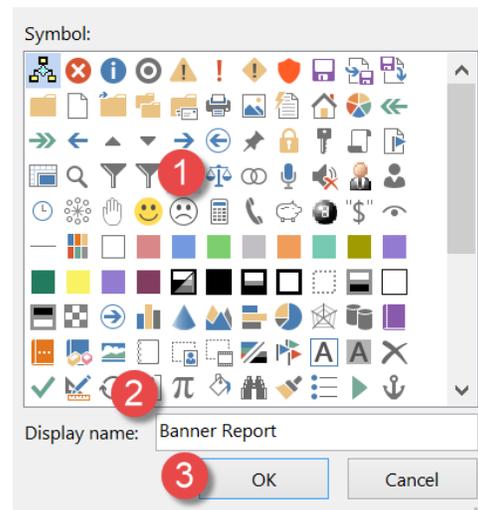
Now you can modify the **Macro** button icon and its display name. Click the **Modify...** button. This opens the **Modify Button** dialog box.

See #4 above

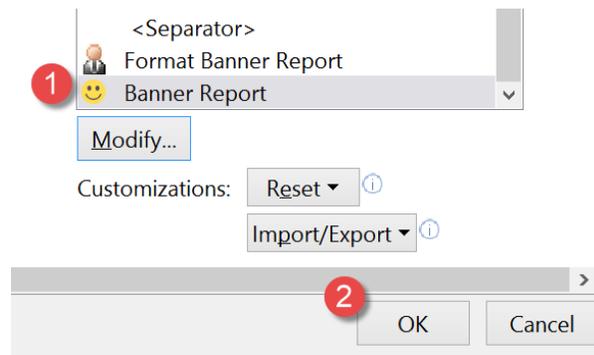
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This will open a window displaying **Icon** choices for the button.

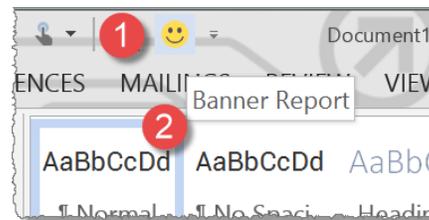
1. Select an **Icon** by clicking on it.
2. In the **Display Name:** field enter a name such as **Banner Report**. **Note:** this name can have spaces.
3. Click the **OK** button.



1. The **Macro** now reflects the chosen **Icon** and **Display Name**.
2. Click the **OK** button at the bottom of the **Word Options** window to save the changes.



1. The new **Macro** button is now added to the **Quick Access Tool Bar**.
2. Hover your mouse pointer will show the Display Name.



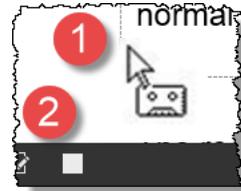
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Step 3 - Begin Recording the Macro

When the **Word Options** window closes, the system will begin recording all **Mouse** and **Keyboard inputs** as a **Macro**.

This will be indicated by:

1. When hovering in the body of the document, the **Mouse Pointer** icon changes to a pointer with an attached **recording cassette**.
2. The **Macro Recording** button on the **Status Bar** is now a **Stop Recording** button.



After performing the steps to be recorded as the macro, click the **Stop Recording** button.

See #2 above

Note: The **Mouse Pointer** will return to normal indicating recording has stopped.

The recorded steps are now saved as a **Macro** and can be repeated automatically in the future simply by clicking the **macro button** in the **Quick Access Toolbar**.

Sample Formatting for a Banner Budget Report

With the report opened as a **Word 2010** document, the following is a sample of formatting that can be saved as a Macro:

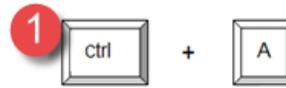
Begin the **Macro Recording** as described in [Step 3 - Begin Recording the Macro](#).

Format the report as follows:

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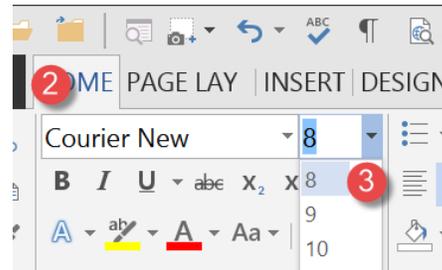
Select the text of the entire document:

1. On the keyboard, press the **Ctrl** key and the **A** key together.



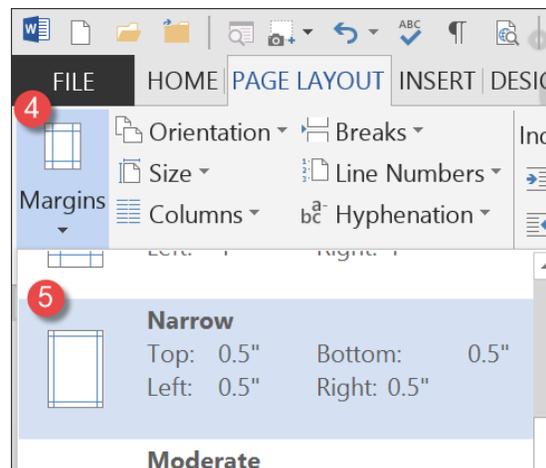
Select the **Home** tab and in the **Font** group:

2. In the **Font** field select **Courier New**.
3. In the **Pitch Size** field select **8**.

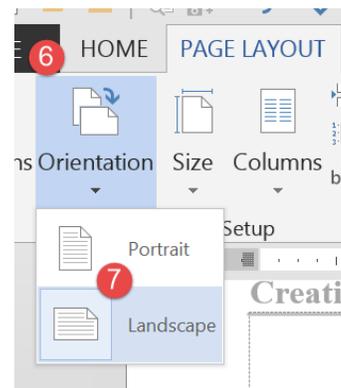


Select the **Page Layout** tab and in the **Page Setup** group:

4. Select **Margins**.
5. From the dropdown select **Narrow** (0.5" margins).

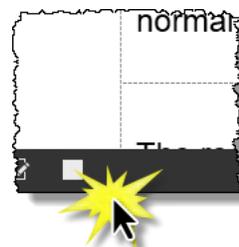


6. Select **Orientation**.
7. From the dropdown select **Landscape**.



8. On the **Status Bar**, click the stop **Macro Recording** button.

The Macro stops recording, your mouse pointer returns to normal, and your macro is done.



Word Creating a Macro

Notes: