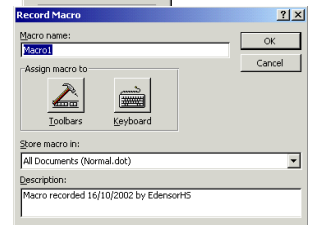# _Assignment 6 – Unit 3_
Macros

One of Angela's first jobs on her new computer is to word process a letter to send to people who have expressed an interest in joining the club. In order to make it easier for her in the future to produce letters for the tandem club, she wants a letter template which would contain a suitable letterhead, her home and email address, the data, a salutation, a closing, a scanned copy of her signature, and her title. Angela also wishes for the computer to automatically save her work every ten minutes and to spell check it. Angela wishes to have this letter template appear by pressing a button on a new toolbar. My task is to show her how to set this up.

To begin with, Microsoft Word must be started. A new toolbar must now be created into which the button linking to the macro will go. To do this, I clicked on the Customize option under View> Toolbars. This then brings up the customize menu. To create the toolbar, I clicked on New, and then entered the name for my new toolbar, 'My Macros'. After clicking on OK, the toolbar was created, floating in the centre of the screen. I then dragged this up to where the Standard and Formatting toolbars were located, where it changed in style to like the aforementioned.
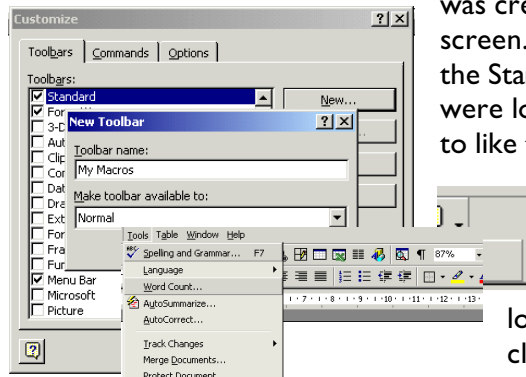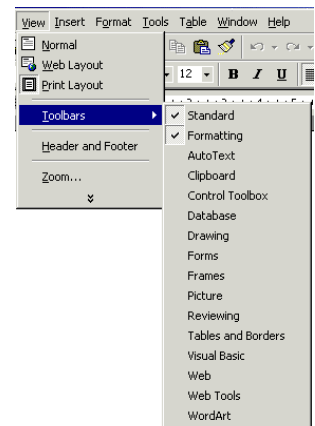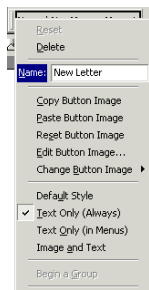
I then had to create the macro to be located in this new toolbar. To get this, I clicked on Tools>Macro>Record New Macro, which brought up this menu. This would allow choose where I wanted my macro to be activated. As it was to be located in a toolbar, clicked on the Toolbars button. This brought ano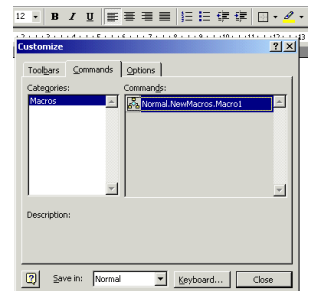ther sub-menu. I dragged and dropped the macro, entitled Normal.NewMacros.Macro1 to the My toolbar. I then renamed his, by right clicking on it and typing name into the name box. I then closed down the sub-menu, close, which began the recording of the macro.

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Macros
the new
by clicking

The macro
document,
salutations,

I planned would automatically select all of the text in a copy it, open a new document, set up the new page, add the greetings and then paste the text from the first document into it. It would then automatically save.

In the document already open, I selected the entire document, by pressing Ctrl and A down simultaneously. I then copied this information into the clipboard, by pressing down Ctrl and C. A new document was then created, by clicking on the new icon in the Standard toolbar.
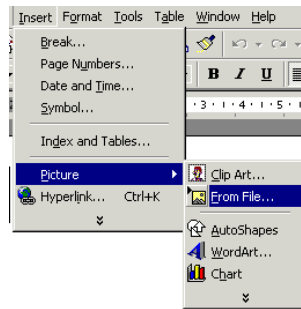
Whilst still recording, in the new made letterhead, in the form of a gif file. Insert>Picture>From File, and then Microsoft Office file interface for the letterhead had large areas of design, it meant that the image central, whatever the during the recording of a options are unavailable.

document, I inserted the pre- This was done by clicking on browsing via the standard letterhead image file. As the white to either side of the would automatically the justification. This was useful as macro, the Format Picture

I could then enter the address. To begin with, I clicked Align Right button in the formatting toolbar. This would of the text align itself to the right hand side of the document. I then entered the text of the address, and address.

on the make all

the email
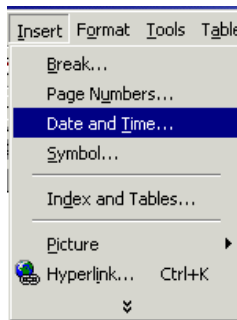
I then entered the date. Rather than manually entering it, I used the Built-in date and time function in Microsoft Word. After selecting it from the Insert menu, I chose the format of date I wanted, clicked on to Update Automatically which, when being used, will ensure the correct day is shown automatically, and then clicked on OK. The correct date was now located in the document.
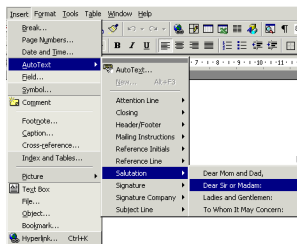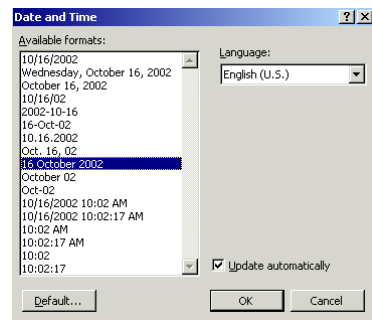
After leaving a few lines gap, I selecting the Align left option, and then inserted a salutation. To save time, I used one from AutoText, located in the Insert Menu. After leaving a line gap, I pressed the paste button on the taskbar. In use, this will paste the text from the first document previously copied. After that, I left another line's gap, and entered the closing phrase by typing it in.

Yours faithfully

Yours faithfully
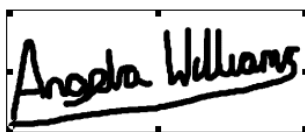
A copy of Angela William's signature, scanned into the computer with a scanner, was then inserted as an image file, in the same way as the letterhead was. On the next line, the title of Mrs Williams, and her position was added.

Mrs. Angela Williams
Chairperson of Scarborough Tandem Club

Next, the text was formatted. This needs to happen now to ensure the pasted text fits in with the rest of the document. I pressed Ctrl + A to select all of the text, and

then selected Microsoft Sans Serif as the font, and 12 as the font size.
When this was done, I chose spelling and Grammar to spell checks the document. This would be recorded in the macro. After ensuring no text was incorrect, I finished spell checking, and then saved the file as letter001. When I had done this, I stopped the recording of the macro.