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Report to show how macros are made

In this report I will be showing Angela and David Williams how to create macros. Macros are very useful because it is data that you have created and recorded via a macro, which can then be used again and again because the macro will be on the tool bar. For example if I wanted to on every piece of writing that I do I wanted to put on my name on the top left hand side and I had a macro for that it would mean that I would not have to type my name out every time.

To create the macros I shall be giving one step at a time on how to create it with screen shots as well:

1. First of all you need to log on to your computer. Then go to Start, an then click on Microsoft Word:
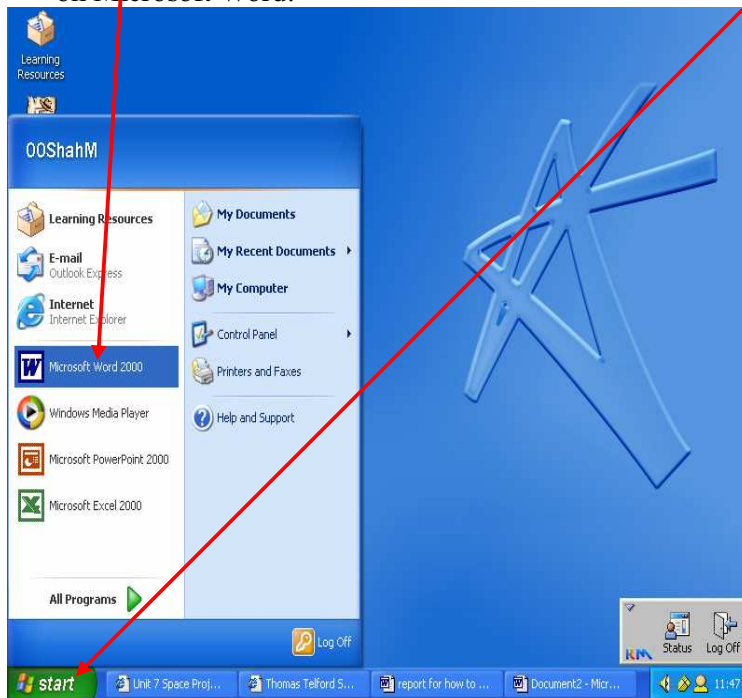

2. After loading in to Microsoft word they need to go to View, click on tool bars and then click on customize: (Next page)

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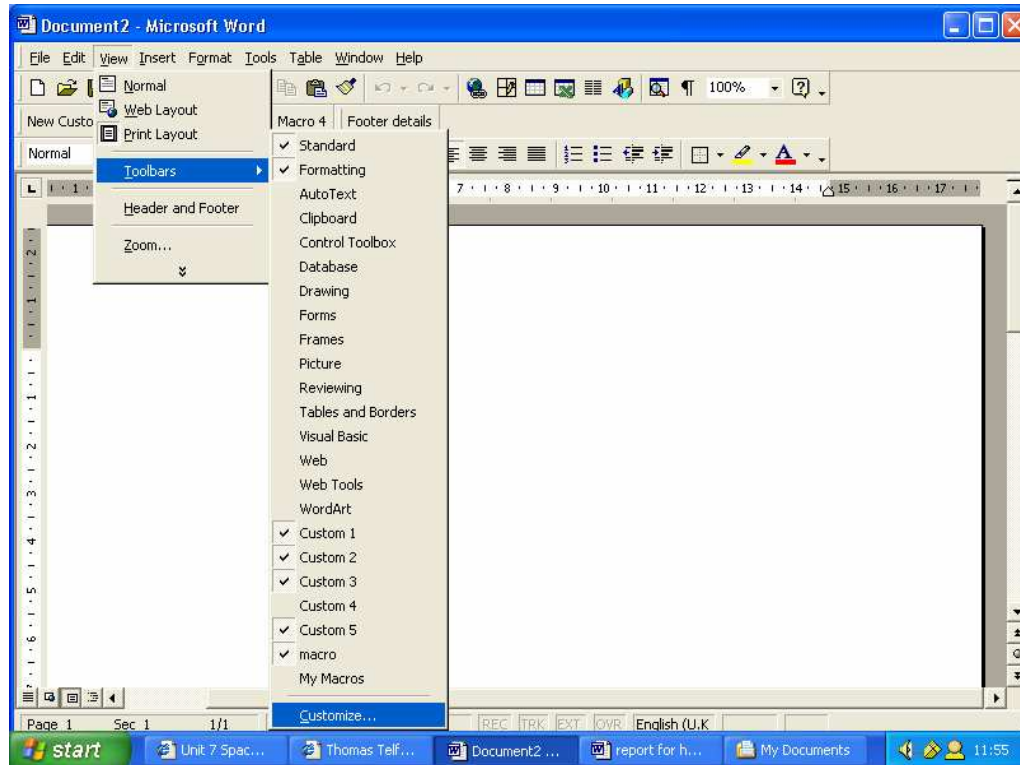
3. After clicking on the customize button you then click on new when the screen appears. Then another screen will appear showing the new tool bar:
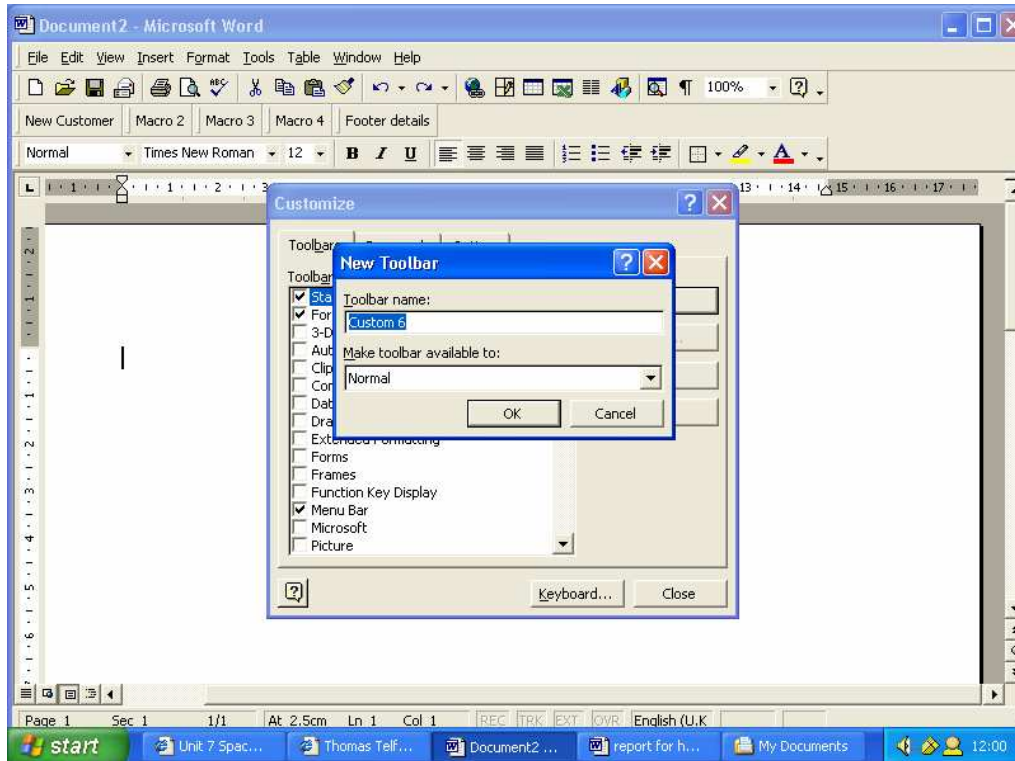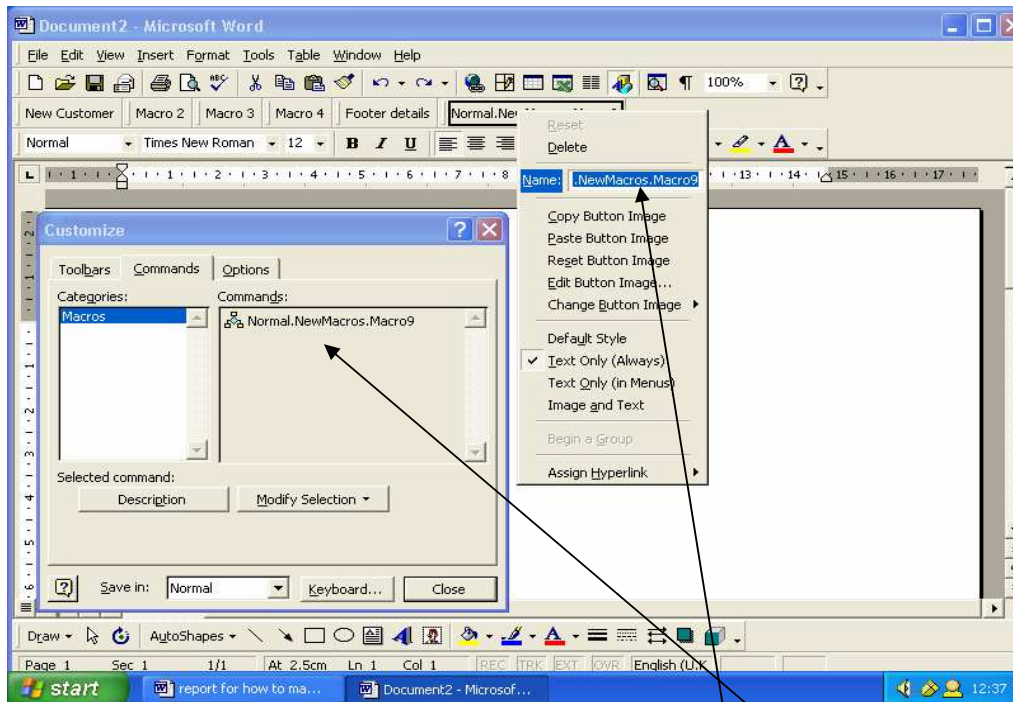
4. After clicking on ok you will see a new tool bar appear:
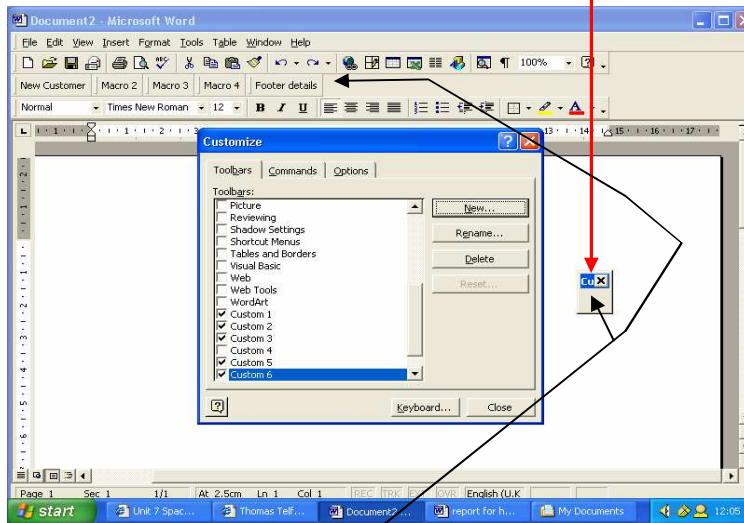
5. Then you click on the new tool bar you will drag it up to the tool bar section and move it in: Like above.
6. You then go to tools, macro and click on record new macro: you then click on toolbars on the screen which will lead to the following screen:

As you can see you can then also change the name of the tool bar. In the customize screen you then left click on the writing in the commands section and drag it up to the toolbar.

7. Then finally to record what ever you want to record you will have to go to tools, macro and then click on record new macro. The screen shot below shows that:
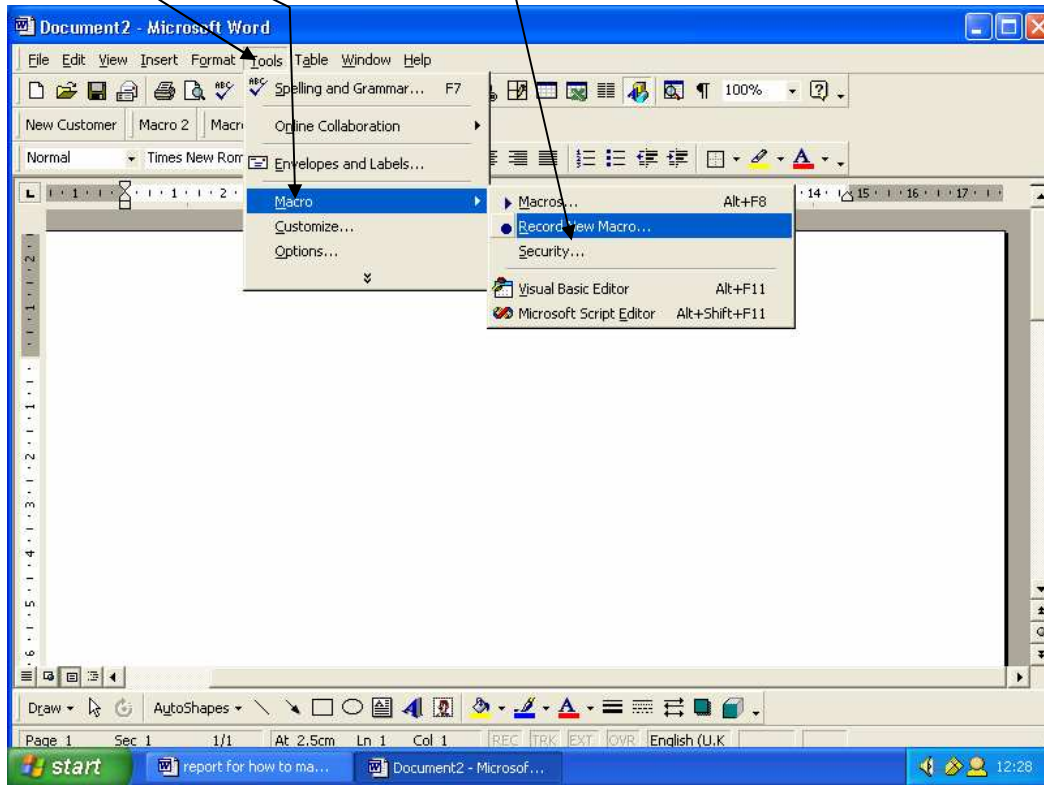
On your screen will appear a small box, which will mean that whatever you do the macro will be recording that. After you have finished what you want to type out you press stop and that will be it.