

MACROS
Chapter 7
Pages 7-22 through 7-24

CREATE A MACRO:

1. Tools ~ Macro ~ Record New Macro
2. Macro Name (spaces & punctuation not used)
3. Description Box (type in appropriate description for Macro)
4. Select OK to begin recording steps. (pointer changes to a “cassette”)
5. Stop Recording
Click “stop recording” icon on Macro toolbar
6. **Close document WITHOUT saving** – DO NOT SAVE!

RUN A MACRO:

1. Tools ~ Macro ~ Macros
2. Select “Macro file needed” from the Macro name list
3. Select run

EXERCISE:

1. Using a Macro, **create our classroom footer** that you can use on your BCIS papers.

Your Name

Exercise

Date

(choose insert date from footer toolbar)

2. Name your Macro:
YourNameFooter
3. Record your Footer Macro
4. Close the document - **REMEMBER..DO NOT SAVE**

When you are through – open a blank document and I will grade your footer macro from your computer... **.have it ready to run** when I come by to grade. Practice it first – you get **ONE CHANCE** to get it right!