

# Macro Recording In MS Word

## Step 1

Open you Word document and click on the "View Tab".



Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

## Step 2

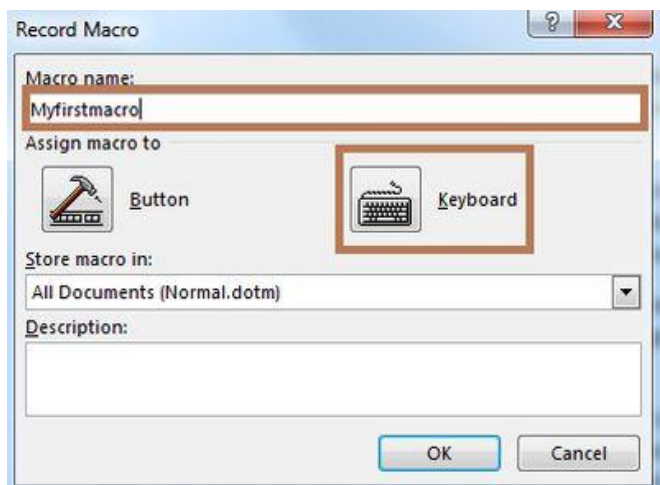
Now click on the "Macros drop down list "and choose "Record Macro".



Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

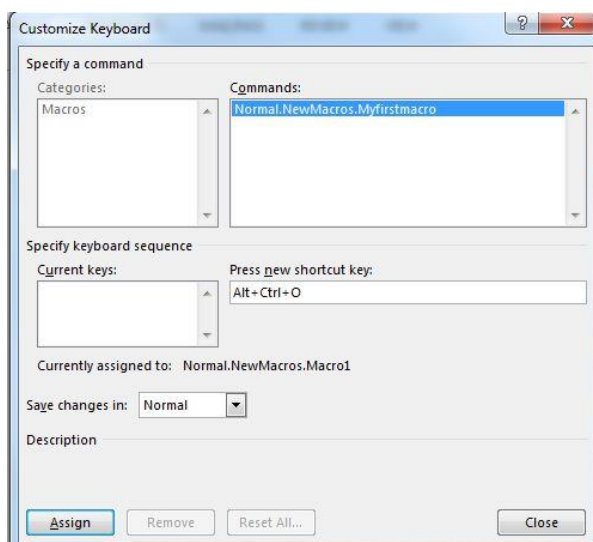
## Step 3

Write the Proper **name of the macro** within the Macro Name text box and click on the "Keyboard" button to add a Shortcut key for the macro (use this shortcut key later to run the macro).



#### Step 4

Enter the combination of keys of the shortcut, like **Alt + Ctrl + O** and then click on the "Assign" button.

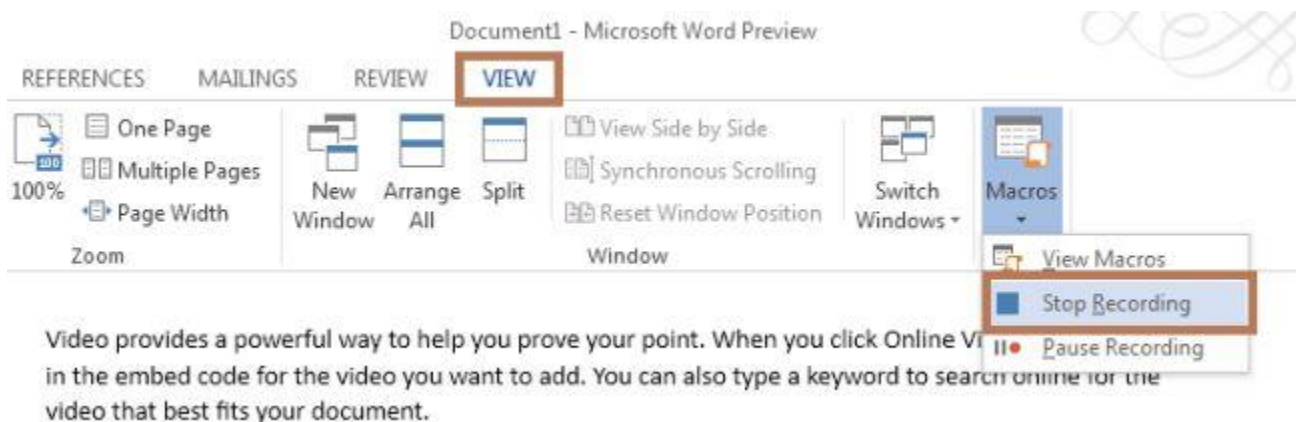


#### Step 5

Now **write the text** that you need to repeat. For example

#### Step 6

After writing the text you need to "Stop recording Macros"; for this go to the "View" Tab and choose "Stop recording" within the Macros group.



**Note :** you can also "pause" the macro and later resume.

## Step 7

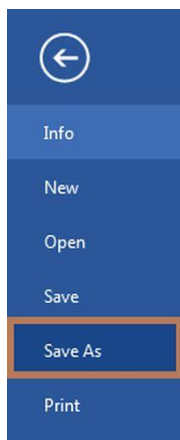
Now you can execute the recorded macro by using the **shortcut key** or use "Run" in the macros drop down list.

**Note:** Now save your document with the macro to retrieve your document with the macro later.

## Save document with macro

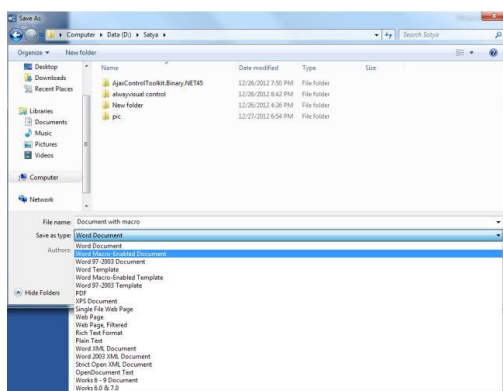
### Step 1

Click on the "File" tab and choose "Save as".



### Step 2

Within the "Save as" window choose "Word Macro-Enabled Document" in the Save as type drop down list.



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