

**Course
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Macros in MS Word

Microsoft Word

Module 37 - Macros in MS Word

 **CBSE**

What is Macro?

A macro in MS Word is a series of commands and actions that you can record and save to automate repetitive tasks. Instead of doing the same steps manually each time, you can run a macro to complete the task in one click. This saves time and reduces the chances of making mistakes.

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Macros are especially useful when you need to format documents in a specific way repeatedly, like applying certain fonts, styles, or inserting specific text. You can create a macro by recording your actions or by writing a short VBA (Visual Basic for Applications) script, which gives more control and flexibility.

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Importance of Macro:

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- **Saves Time:** Macros help complete repetitive tasks quickly by automating steps that would take longer to do manually.
- **Increases Accuracy:** Since macros follow the same steps every time, they reduce the chances of making errors in formatting or content.
- **Improves Productivity:** By handling routine tasks, macros let you focus on more important work, improving overall efficiency.
- **Customizes Workflow:** You can create macros that fit your specific needs, like formatting reports or inserting common text, making your work easier.
- **Easy to Use:** Once set up, macros can be run with a single click or keyboard shortcut, making them very user-friendly.

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Steps to Create Macro:



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Step 1: Open your document where you want to create and use the macro.

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Step 2: Click on the “View” tab at the top of Word, then select “Macros” on the far right, and choose “Record Macro” from the drop-down menu.

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Step 3: A dialog box will appear.

- Type a name for your macro (no spaces).
- Choose whether to assign it to a button or keyboard shortcut (optional).
- Click OK to start recording.

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Step 4: Perform the Actions: Now do the steps you want the macro to repeat – like typing text, changing fonts, applying formatting, etc. Word will record everything.

Step 5: Stop Recording: Once you're done, go back to the "View" tab, click on "Macros", and choose "Stop Recording".

Step 6: Run Your Macro: To use the macro later, go to "View > Macros > View Macros", select your macro name, and click "Run".

Assignment

Paragraph: Understanding Macros in MS Word

A macro in Microsoft Word is a useful tool that allows users to automate repetitive tasks by recording a sequence of actions. Instead of manually repeating the same steps over and over again, a macro can perform those tasks with just one click or a keyboard shortcut. For example, if you often insert your name, apply bold formatting, and center the text, you can record those steps as a macro and use it whenever needed. Macros can be especially helpful in tasks like formatting documents, inserting standard text, or applying styles consistently. Once recorded, a macro can be stored for use in multiple documents, and with some knowledge of Visual Basic for Applications (VBA), users can also edit and customize their macros for more complex actions.

Practical Activity - Recording a Macro

Follow the instructions to create and use your own macro:

1. Open Microsoft Word.
2. Record a macro named **MyHeader** that:
 - Inserts your full name.
 - Makes the name bold and centered.
 - Adds the current date on the next line.
3. Save the macro and run it in a new document to check if it works correctly.



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