

# Recording a Macro

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In Microsoft Word, you can automate frequently used tasks by creating and running macros. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.

Typical uses for macros are:

- To speed up routine editing and formatting
- To combine multiple commands — for example, to insert a table with a specific size and borders, and with a specific number of rows and columns
- To make an option in a dialog box more accessible
- To automate a complex series of tasks

Record a Macro:

Step 1: On the View tab, in the Macros group, click the arrow by Macros and then click Record Macro

Step 2: Assign a keyboard shortcut: To assign a keyboard shortcut to the macro, do the following:

- Click Keyboard Button.
- In the Press new shortcut key box, type the key sequence that you want. I suggest Control+M (hold down Ctrl and then type an M).
- Check the Current keys box to make sure that you aren't assigning a key combination that you already use to perform a different task.

Step 3: Click Assign, and then click Close to begin recording the macro.

Step 4: Your cursor has changed to the “record” symbol and you can now INSERT A SYBMOL so that the program records you doing it.

Step 5: To stop recording your actions, click the arrow by Macros, and then click Stop Recording.