

Word: Mastering Macros

Learn how to save time by automating routine tasks and processes in Word with the Macro recorder.

Snapshot

Duration: 90 minute

Level: Experienced

Pre-requisites: Basic familiarity with MS Word

Version: Suitable for 2010, 2013 and 2016

Learning Outcomes

- Understand Macros
- Record a Macro
- Run a Macro
- Assign a Macro to a keyboard key and ribbon command
- Create a Macro button

Course Content

- Setting Macro security
- Recording a simple Macro
- Running a Macro
- Assigning a Macro to a keyboard shortcut and to a Ribbon command
- Editing Macro code
- Creating a Macro button