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## Word 2016:

## Macros

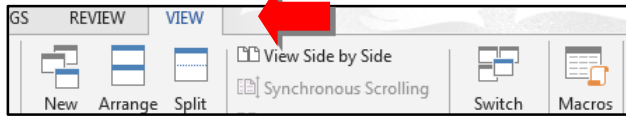
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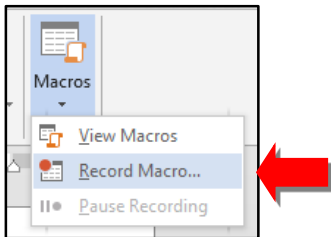
## Macros

### Create a macro

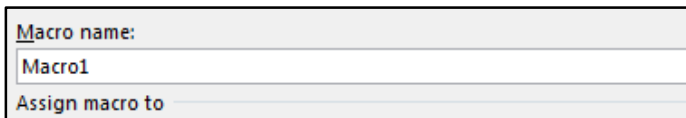
1. Select the **View** tab.



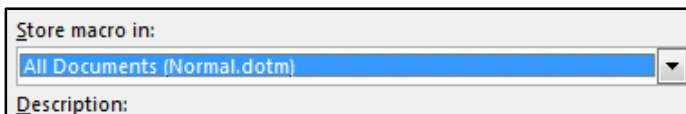
2. Select **Macros** then **Record Macro**.



3. Enter a name for the macro.



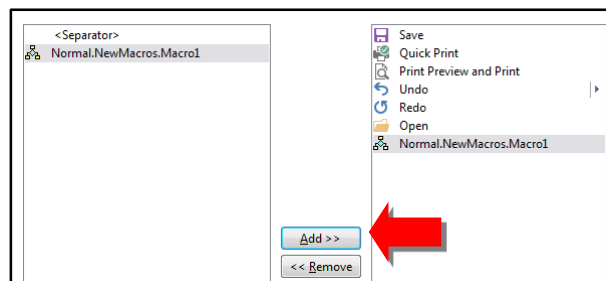
4. To use the macro in any new documents, select **All Documents (Normal.dotm)** from the **Store macro** drop-down box.



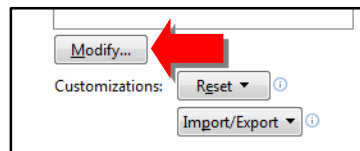
5. To run the macro from a button:
  - a. Select **Button**.



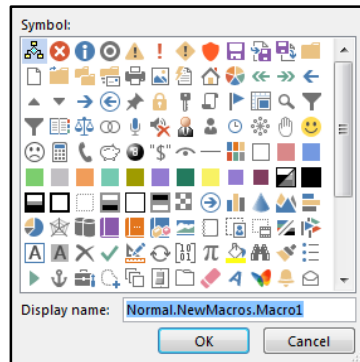
- b. Select the new macro and click **Add**.



- c. Select **Modify**.



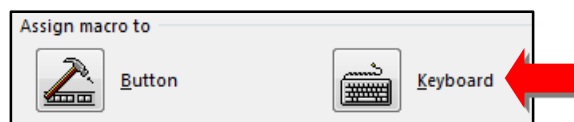
- d. Choose the button image.



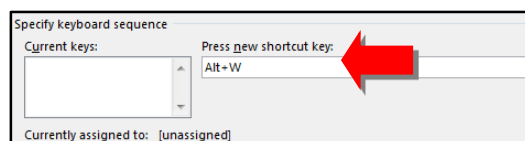
- e. Enter the **Display name**.  
f. Select **OK** twice.

6. To run the macro from a keyboard shortcut:

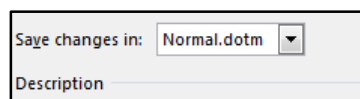
- a. Select **Keyboard**.



- b. In the **Press new shortcut key** box, type a combination of keys.



- c. Check to see if the combination is already in use. If so, enter a different combination.  
d. To use the shortcut in new documents, select **Normal.dotm** in the **Save changes in** box.

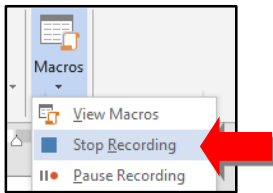


- e. Select **Assign**.

7. Click the commands or press the keys for each step in the task.

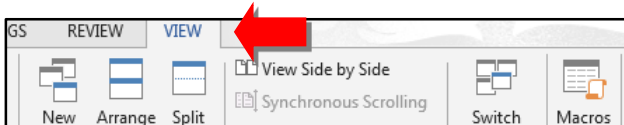
**Note:** Use the keyboard (**Ctrl+Shift+F8** then use the arrow keys) to select text while recording. Macros don't record selections made with a mouse.

- To stop recording, select **Macros** then **Stop Recording**.

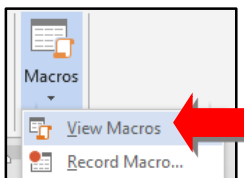


## Run a macro

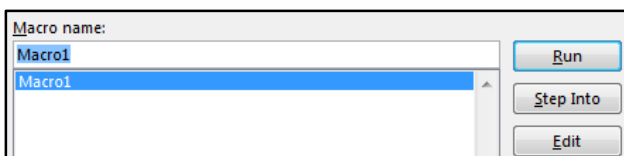
- Select the **View** tab.



- Select **Macros** then **View Macros**.



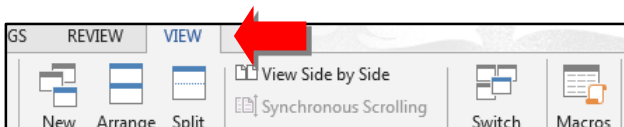
- In the list under **Macro name**, select the macro you want to run.



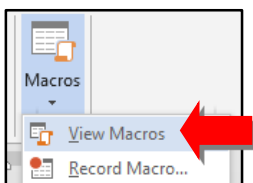
- Select **Run**.

## Make macro available in all documents

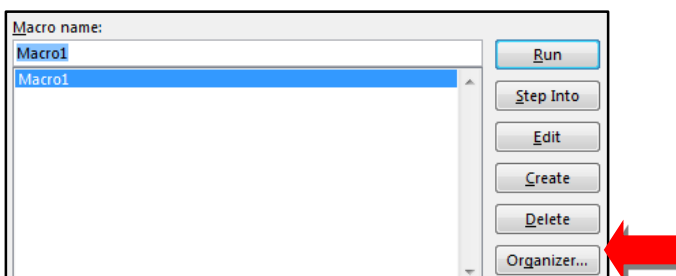
- Open the document that contains the macro.
- Select the **View** tab.



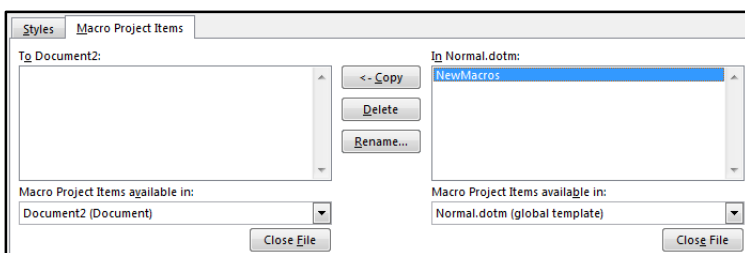
3. Select **Macros** then **View Macros**.



4. Select **Organizer**.



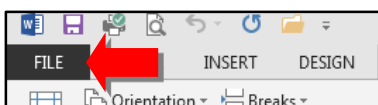
5. Select the macro to add to the Normal.dotm template.



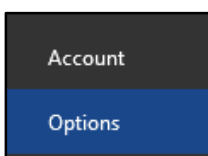
6. Select **Copy**.

## Add macro button to the ribbon

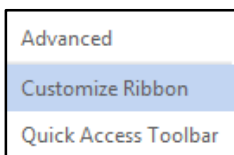
1. Select the **File** tab.



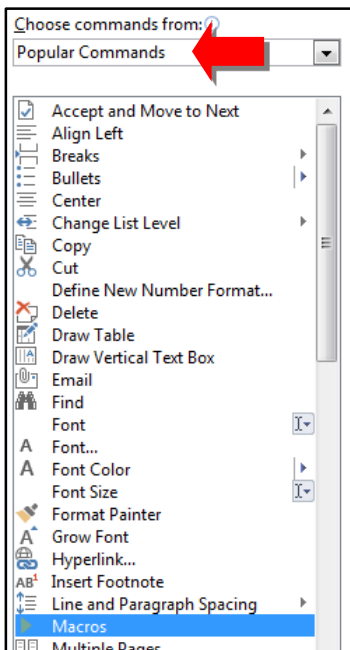
2. Select **Options**.



3. Select **Customize Ribbon**.

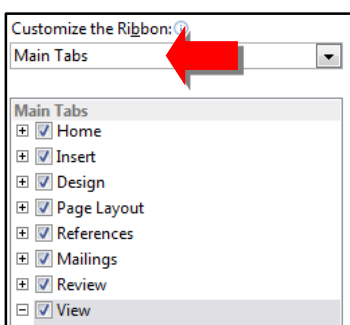


4. Under **Choose commands from**, select **Macros**.



5. Select the macro name.

6. Under **Customize the ribbon**, select the tab and custom group where you want to add the macro.



7. Select **Add**.

8. Select **Rename** to choose an image for the macro and enter a name.

9. Select **OK** twice.