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SITES FOR TEACHERS

How to Record a Macro in MS Word 1997-2003 and MS Excel 1997-2003.  
How to Select Text using the Keyboard.

**MS Word is shown here but the same process is used in MS Excel.**



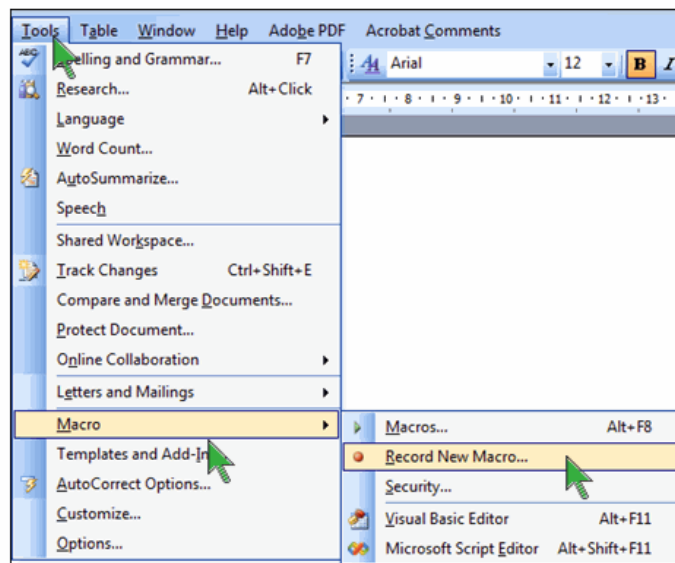
In Microsoft Office Word and Excel, you can automate frequently used tasks by creating macros. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.

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.

You can use the macro recorder to record a sequence of actions, or you can create a macro from scratch by entering code in the Visual Basic Editor (not covered in this tutorial).

On the Tools menu, point to Macro, and then click Record New Macro (as below).



Using the Macro recorder.

1. In the Macro name box, type a name for the macro (screenshot below).
2. In the Store macro in box, click the template or document in which you want to store the macro.
3. In the Description box, type a description for the macro.
4. If you don't want to assign the macro to a toolbar, a menu, or shortcut keys, click OK to begin recording the macro. When recorded the macro can be run from Tools menu then Macro and clicking Macros.

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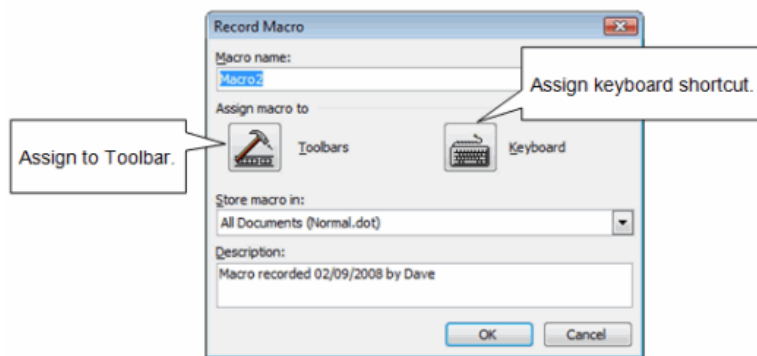
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**To Assign a Macro:**

**Note:** Excel will only give you the option to assign to a shortcut key (Ctrl+ " ") in the above dialog box.

1. To assign the macro to a toolbar or menu, click Toolbars in the Record Macro dialog box above, and then click the Commands tab. In the Commands box, click the macro you are recording, and drag it to the toolbar or menu you want to assign it to. Click Close to begin recording the macro.

2. To assign the macro to shortcut keys, click Keyboard in the Record Macro dialog box above. In the Commands box, click the macro you are recording. In the Press new shortcut key box, type the key sequence, and then click Assign. Click Close to begin recording the macro.

Perform the actions that you want to include in the macro.

**Note:** When you record a macro, you can use the mouse to click commands and options, but not to select text. You must use the keyboard to select text. For more information about selecting text by using the keyboard, see [Selecting Text Using the Keyboard below](#).

**Also:** If you give a new macro the same name as an existing built-in command in Microsoft Word and Excel, the new macro actions will replace the existing actions.

Macros can always be run in any document by going to Tools – Macro – Macros – click the Macro and then Run.

**Selecting Text Using the Keyboard.**

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To select	Keyboard action
One character to the right	Press SHIFT+RIGHT ARROW.
One character to the left	Press SHIFT+LEFT ARROW.
A word from its beginning to its end	Place the insertion point at the beginning of the word, and then press CTRL+SHIFT+RIGHT ARROW.
A word from its end to its beginning	Move the pointer to the end of the word, and then press CTRL+SHIFT+LEFT ARROW.
A line from its beginning to its end	Press HOME, and then press SHIFT+END.
A line from its end to its beginning	Press END, and then press SHIFT+HOME.
One line down	Press END, and then press SHIFT+DOWN ARROW.
One line up	Press HOME, and then press SHIFT+UP ARROW.
A paragraph from its beginning to its end	Move the pointer to the beginning of the paragraph, and then press CTRL+SHIFT+DOWN ARROW.
A paragraph from its end to its beginning	Move the pointer to the end of the paragraph, and then press CTRL+SHIFT+UP ARROW.
A document from its end to its beginning	Move the pointer to the end of the document, and then press CTRL+SHIFT+HOME.
A document from its beginning to its end	Move the pointer to the beginning of the document, and then press CTRL+SHIFT+END.
From the beginning of a window to its end	Move the pointer to the beginning of the window, and then press ALT+CTRL+SHIFT+PAGE DOWN.
The entire document	Press CTRL+A.
A vertical block of text	Press CTRL+SHIFT+F8, and then use the arrow keys. Press ESC to turn off the selection mode.
The nearest character	Press F8 to turn on selection mode, and then press LEFT ARROW or RIGHT ARROW; press ESC to turn off the selection mode.
A word, a sentence, a paragraph, or a document	Press F8 to turn on selection mode, and then press F8 once to select a word, twice to select a sentence, three times to select a paragraph, or four times to select the document. Press ESC to turn off the selection mode.

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