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**How to Record a Macro in MS Word 2007 and MS Excel 2007**  
 How to Select Text using the Keyboard.

The same process is used for Word and Excel and Word 2007 is shown here.

In Microsoft Office Word 2007 and Excel 2007, 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:

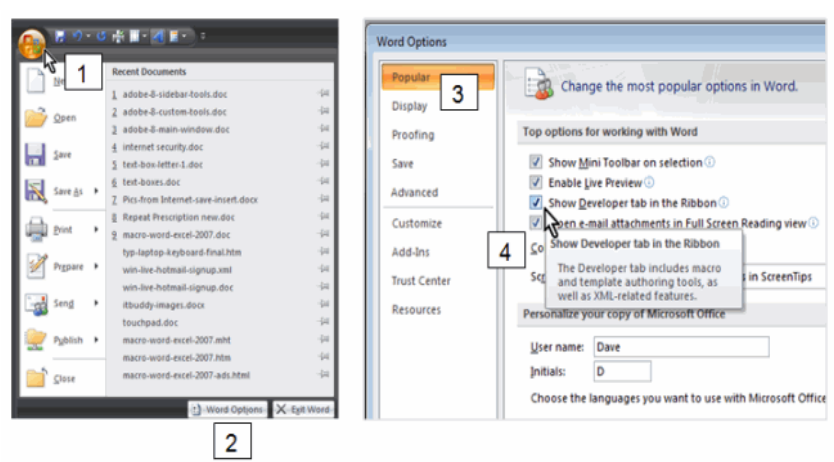
1. To speed up routine editing and formatting
2. To combine multiple commands — for example, to insert a table with a specific size and borders, and with a specific number of rows and columns
3. To make an option in a dialog box more accessible
4. To automate a complex series of tasks

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). Note: To work with macros in Office Word 2007 and Excel 2007, you need to show the Developer tab – as below.

Click the Microsoft Office Button (1), and then click Word Options (2).

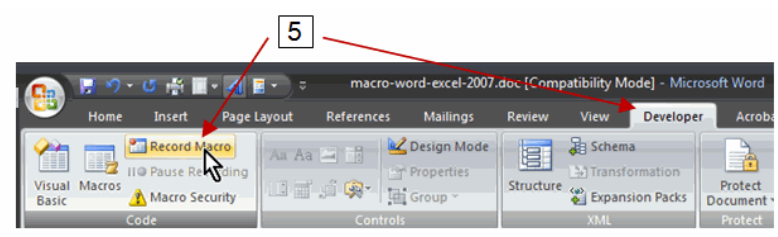
Click Popular (3).

Under Top options for working with Word, select the Show Developer tab in the Ribbon check box (4)



Using the Macro recorder.

On the Developer tab, in the Code group, click Record Macro (5 below).



Note: If you give a new macro the same name as a built-in macro in Office Word 2007/Excel 2007, the new macro actions will replace the built-in macro. To view a list of built-in macros, on the Developer tab, in the Code group, click Macros. In the Macros in List, click Word Commands

In the Store macro in box, click the template or document in which you want to store the macro.

- o In the Description box, type a description of the macro.

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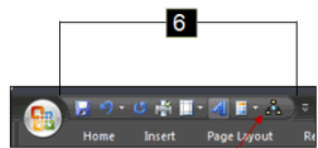
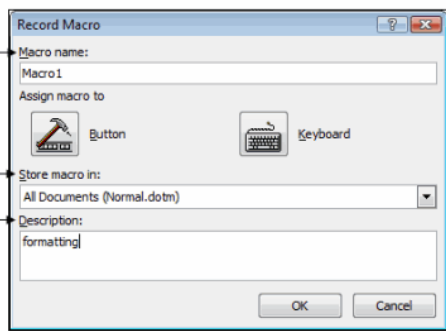
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Macro button after recording – click to run on a selected part of a document.

**Do one of the following:**

**To begin recording the macro without assigning it to a button on the Quick Access Toolbar or to a shortcut key, click OK.**

**To assign the macro to the Quick Access Toolbar (6 above), do the following:**

Click Button in Record Macro dialog box (above).  
 Under Customize Quick Access Toolbar, select the document (or all documents) for which you want to add the macro to the Quick Access Toolbar.  
 Under Choose commands from dialog box, click the macro that you are recording, and then click Add.  
 Click OK to begin recording the macro.

**To assign the macro to a keyboard shortcut, do the following:**

Click Keyboard in the Record Macro dialog box (above).  
 In the Commands box, click the macro that you are recording.  
 In the Press new shortcut key box, type the key sequence that you want, 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.

**To stop recording your actions:**

Click Stop Recording in the Code group.

**Note:** macros can always be run in any document by clicking Macros in the Developer Tab.

**Selecting Text Using the Keyboard.**

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[SHOP-COM.CO.UK](http://SHOP-COM.CO.UK)

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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