Microsoft Word Skills – Macros Lesson

\*\*\*\*\*\*\*\*\*\*\*Note to the teacher\*\*\*\*\*\*\*\*\*\*\*\*\*\*

This lesson may not be able to be saved and emailed or uploaded to you as the student’s finished document will contain macros in it. Microsoft Word doesn’t allow them to be saved and sent with macros sometimes as they could contain viruses. I just visit each student’s computer and check their work individually to grade this lesson.

Answer Key on pages 5 and 6

Follow the instructions below to format the document beginning on page 2.

What’s a Macro???

In 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.

To save time on tasks you do often, bundle the steps into a macro. First, you record the macro. Then you can run the macro by clicking a button on the Quick Access Toolbar or pressing a combination of keys. It depends on how you set it up.[[1]](#footnote-1)

1. Create your first Macro. Name it “Crazy”. Store it in this document. *[View Tab – Macros button – Record Macro – Name it, Choose this document, click OK]*
2. You’ll notice a little tape recorder next to your mouse pointer. This means Microsoft Word is recording every click you make until you tell it to Pause or Stop recording so be careful what you click on.
3. Give the Crazy Macro the Jokerman font, size 20, Underline *[After you clicked OK in Step 1, go to the Home tab and perform the 3 font changing tasks. Stop recording the Macro by going back to the View tab – Macro button – Stop Recording]*
4. Apply the Crazy Macro to the first stanza (paragraph) in the poem “Fall” below. *[Highlight the paragraph – View Tab – Macros button – View Macros – Run the Crazy Macro]*
5. Let’s create our second Macro named “Table”. Highlight the text under the poem from “Name” to “Origami”. Record a Macro while you Convert the text into a table with the Table Style – Grid Table 4 Accent 4 *[View Tab – Macros button – Record Macro – Name it, Choose this document, click OK – Insert Tab – Table – Convert Text to Table, Click OK – Table Tools Design Tab – Choose the Table Style Table 4 Accent 4 – View Tab – Macros Button – Stop Recording]*
6. Apply the Table Macro to the text from “Name” to “Flute” at the end of this document. *[Highlight the paragraph – View Tab – Macros button – View Macros – Run the Table Macro]*
7. Create your own macro now! I want to see what kind of macro you can create. Think of something, record it and then call me over to your computer and show me your macro running.

### [Fall](http://www.poetrysoup.com/poem/fall_616252)

Fall and

red yellowing

leaves in the trees

an old man sitting

on a bench

watches them

fall

and thinks of his youth

a youth

sitting on a bench

looking into his iPhone

simulates the falling

red yellowing leaves

and googles

the future

of trees

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Name Age Hobby

T-Pain 28 Knitting

Meek Mills 27 Watercolors

Jay-Z 42 Origami

Name Age Hobby

Steph 27 Ballet

Lebron 34 Cooking

D-Wade 37 Flute

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**ANSWER KEY**

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| --- | --- | --- |
| Name | Age | Hobby |
| T-Pain | 28 | Knitting |
| Meek Mills | 27 | Watercolors |
| Jay-Z | 42 | Origami |

|  |  |  |
| --- | --- | --- |
| Name | Age | Hobby |
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| Lebron | 34 | Cooking |
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**ANSWER KEY**

1. https://support.office.com/en-us/article/Create-or-run-a-macro-c6b99036-905c-49a6-818a-dfb98b7c3c9c?ui=en-US&rs=en-US&ad=US [↑](#footnote-ref-1)