

Macro

A [macro](#) helps improve efficiency when creating [documents](#) and [spreadsheets](#), adding or maintaining information, or creating forms for other people to fill out. [Microsoft Word](#) and [Excel](#) are popular software where people utilize macros to make data entry and retention easier. Macros in Word and Excel are created using the [Visual Basic](#) programming language or by recording actions performed.

To create a macro in Microsoft Word or Microsoft Excel, select from the list below and follow the instruction.

Create a macro in Microsoft Word

To create a macro in Microsoft Word, choose how you want to create it, either manually or by recording actions, and follow the steps provided.

Create macro manually with Visual Basic

1. In Microsoft Word, click the **View** tab in the menu bar.
2. Click the **Macros** option.



3. In the *Macros* window, type a name for the new macro in the **Macro name** text field.
4. Click the **Create** button.

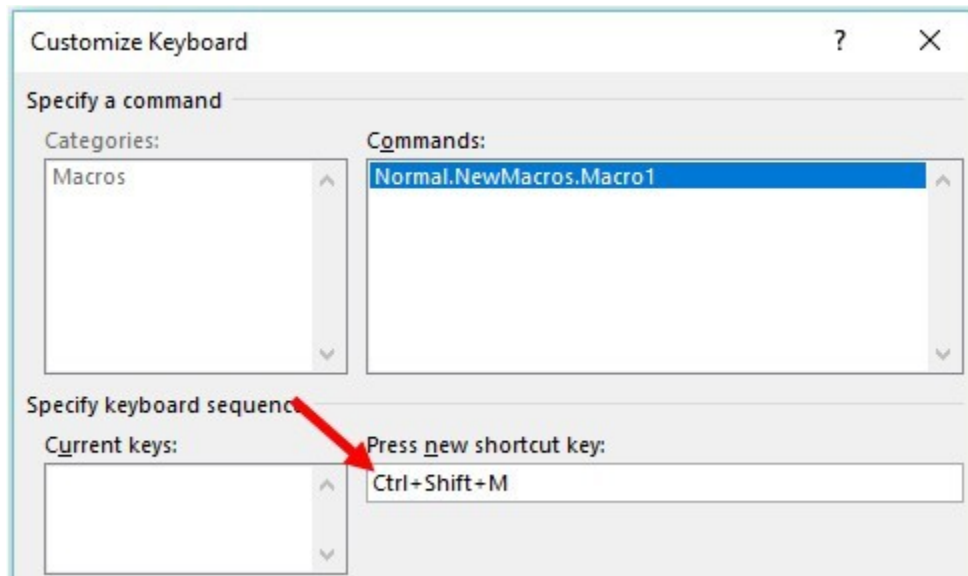
5. The Microsoft Visual Basic for Applications program opens, where you can create the macro by typing the Visual Basic code manually.
6. When you have completed the creation of the macro, click the **Save** icon in the menu bar and close the Visual Basic program.

Create macro by recording actions

1. In Microsoft Word, click the **View** tab in the menu bar.
2. Click the arrow below the *Macros* option and select the **Record Macro** option.



3. In the *Record Macro* window, type a name for the new macro in the **Macro name** text field.
4. Click the keyboard icon to assign a key combination to execute the macro.
5. In the *Customize Keyboard* window, click in the **Press new shortcut key** field, then press the combination of keys you want to use for executing the macro in Microsoft Word. For example, you could press the keys **Ctrl+Shift+M**, and that key combination will be entered into the field automatically.



6. Click the **Assign** button in the lower-left corner, then click the **Close** button.
7. Recording of the macro begins immediately after clicking the Close button. Perform the actions you want to record and have the macro execute. You can type text, format the text, create a table, add shapes or pictures, and other actions.
8. When you completed all the actions you want to include in the macro, on the **View** tab, click the arrow below the *Macros* option and select **Stop Recording**.