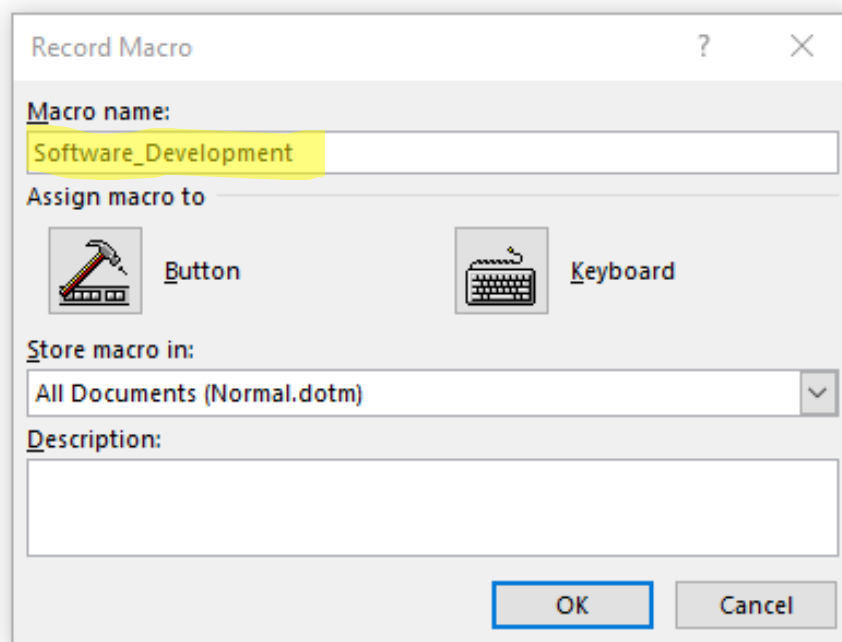# Software Development Unit 1, 1.1

Anna Legaspi

Macros enable repeating the same task over and over again which helps in being more productive and time efficient. For example, I've formatted a section of text to look a certain way and I want to apply it to specific parts of my document. Instead of highlighting and making multiple changes on a single section (i.e., font type, font size, bold, italic, etc), I can just apply a Macro on the relevant sections instead.

Steps on creating, recording, editing and applying a Macro.

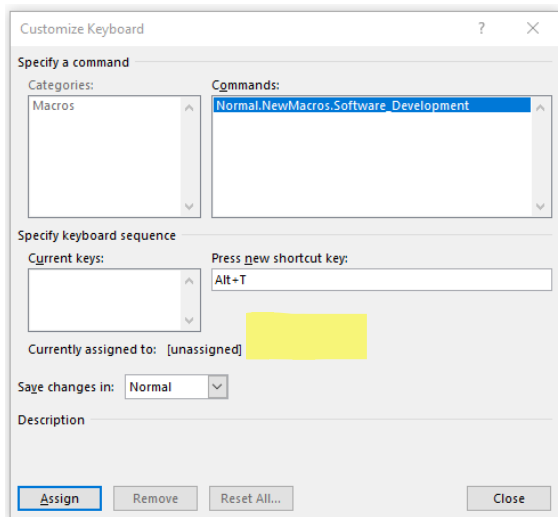Go to the Developer tab in the Ribbon and select Macros.
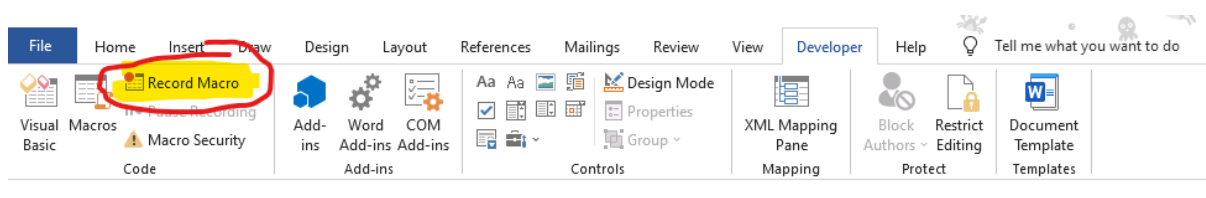
Input a name for your Macro under **Macro name**.

Press **keyboard** and you'll be taken to **Customize Keyboard.**
Under Press new shortcut key, input a shortcut key to allocate to your Macro. Try and avoid shortcuts that already exist. In this scenario, I'm using **Alt+T** as my shortcut.
Select **Assign** and **Close**

For this demonstration, I've copy pasted a paragraph 5 times and will apply the changes on each paragraph.

The original text is Font type *Arial* and Font size *11*.

I changed the first paragraph to the following:

- Green font
- Italic
- Bold
- Yellow highlight

ONE

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TWO

Macros enable repeating the same task over and over again which helps in being more productive and time efficient. For example, I've formatted a section of text to look a certain way and I want to apply it to specific parts of my document. Instead of highlighting and making multiple changes on a single section (i.e., font type, font size, bold, italic, etc), I can just apply a Macro on the relevant sections instead.
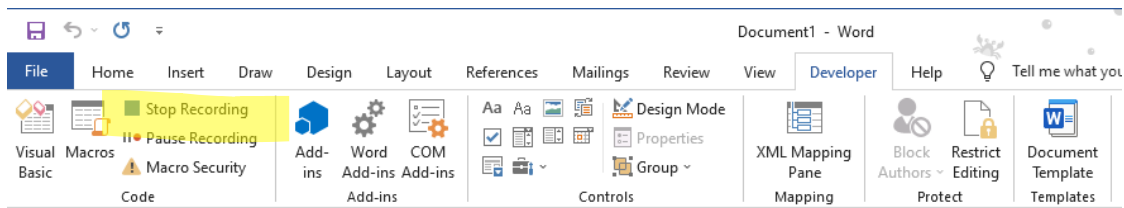
THREE

Macros enable repeating the same task over and over again which helps in being more productive and time efficient. For example, I've formatted a section of text to look a certain way and I want to apply it to specific parts of my document. Instead of highlighting and making multiple changes on a single section (i.e., font type, font size, bold, italic, etc), I can just apply a Macro on the relevant sections instead.

FOUR

Macros enable repeating the same task over and over again which helps in being more productive and time efficient. For example, I've formatted a section of text to look a certain way and I want to apply it to specific parts of my document. Instead of highlighting and

Once I've completed all the editing, I select *Stop Recording* under the *Developer* tab Ribbon.

Following this, I highlight Paragraph two and press *ALT+T*.
This copies the style I've applied on Paragraph ONE to paragraph TWO.
I highlight Paragaph THREE and press *ALT+T.*
This copies the same style to Paragraph THREE.
I can do this repeatedly to any text I highlight.