# ONE

***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.***

# TWO

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# THREE

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# FOUR

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# FIVE

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.