

CS1TQ2 - Commercial Off The Shelf Software

Practical 15 –Recording Macros

For today's practical please make sure that you can carry out the following tasks related to recording macros in Microsoft Office applications. Items up to the horizontal line should be regarded as a minimum. Items below the line are not compulsory but you will find them useful and should attempt them.

- Start Microsoft Word, start the Macro Recorder.....**□
 - Create and save a new document in your own file storage.....**□
 - Name the Macro “MyNameAndEmail” and provide a description**□
 - Choose to store the macro in the document you have just created**□
 - Assign the macro to a toolbar and choose an image for it**□
 - Type in and format your name and e-mail address**□
 - Stop the macro recorder**□
 - Test your macro by clicking its entry on the toolbar.....**□
 - What tooltip is shown when you hover the mouse over the button?**□
 - What is the effect of Edit→Undo (ctrl-Z) and Edit→Repeat (ctrl-Y)?**□
 - Open the Visual Basic Editor, Tools→Macro→Visual Basic Editor**□
 - Using the navigation panels on the left, find the macro code**□
 - Use the Visual Basic for Word help to find information on Typetext**□
 - What effect does the option ReplaceSelection have on this method?**□
 - Using Help, or just trying it out, what is Tools→Macro→Security for?.....**□
 - Close the Visual Basic Editor and return to Word.....**□
 - (We will be looking at the Visual Basic Editor in more detail next week)...**□
 - Remove the button you created on the toolbar**□
 - Delete the macro you created**□
-

Other Office Applications

Create similar macros in Microsoft Powerpoint and Microsoft Excel. In what ways do these applications differ from Microsoft Word?

- In the ways that the macro is recorded?
- In the information you can provide about the macro?
- In the code that is produced?

REMINDER

If you have successfully completed (and really understood!) all of the practical sheets up to week 15 then you have completed all of the tasks expected of you to achieve ECDL3 certification.

Karl Wilcox October 2004