

# Word 2000

## Macros

*In this lesson you will learn how to*

- *Create a Macro*
- *Edit a Macro*
- *Copy a Macro*
- *Save a Macro*
- *Delete a Macro*
- *Use the Visual Basic Editor*

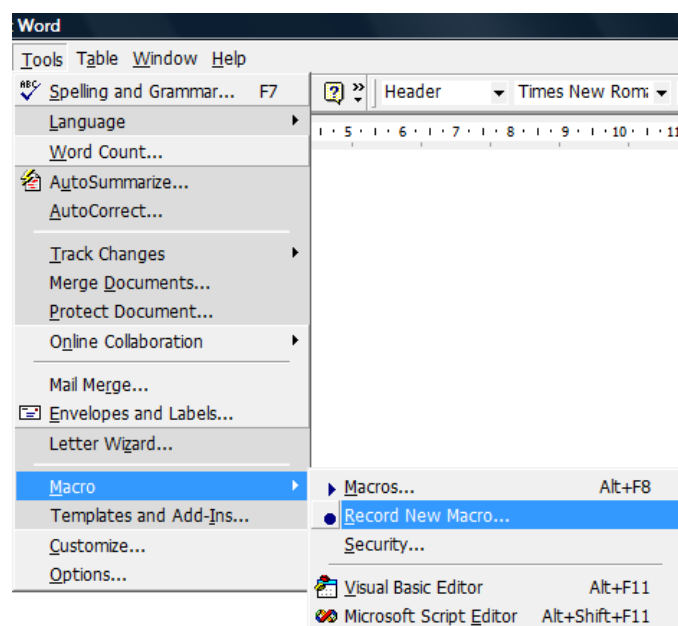
*Print this document and practise the instructions as we go*

Macros are useful if you want to use the same text many times in a document, this is especially useful if you are working with a large document.

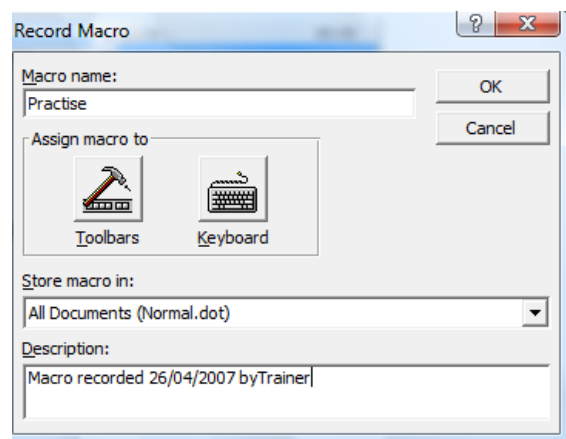
## Create a Macro

To add a **Macro**  
Open up **Word 2000**

Go to **Tools/Macro/Record New Macro**

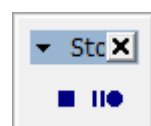


Note the Shortcut Key is Alt=F8



Name the Macro **Practise** and Click on OK

Once you have done that a small toolbar appears this is the **Macro toolbar**.



You are now recording your macro.

Type the following text:

Memo

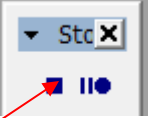
Date:

To:

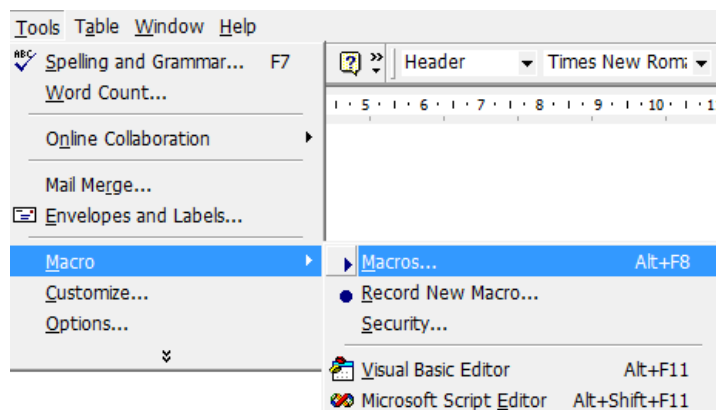
From:

Subject:

---

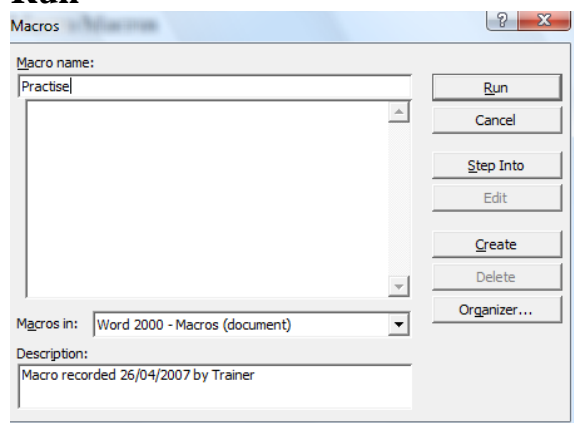
When you have finished Click on the stop button  which will stop the Macro from Recording. The button next to the Stop is the Pause Recording.

That is how to record a Macro. Now that it's recorded let's make sure Word has recorded. Click on **Tools/Macro/Macros**



Then Click on Macro Name and type in the name of the Macro. Click on

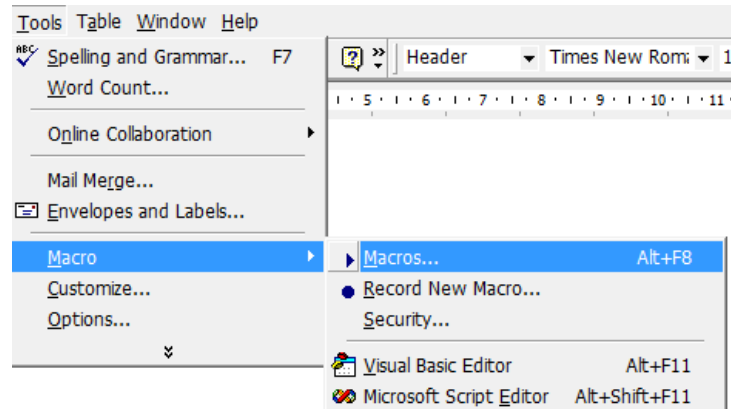
**Run**



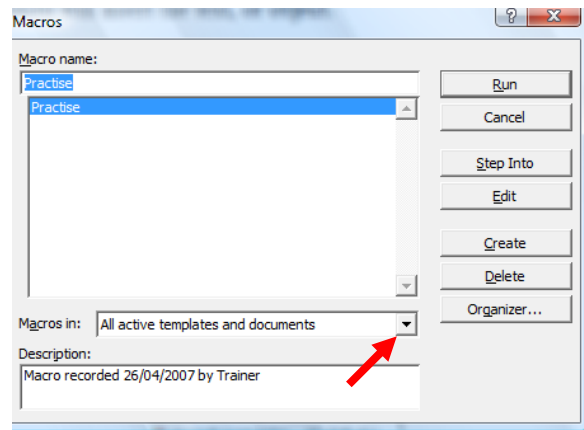
The Macro will insert the text, or object in your new document.

If you need to **Edit the Macro**  
We do this in the **Visual Basic Editor**

First we need to go to **Tools/Macro/Macros**

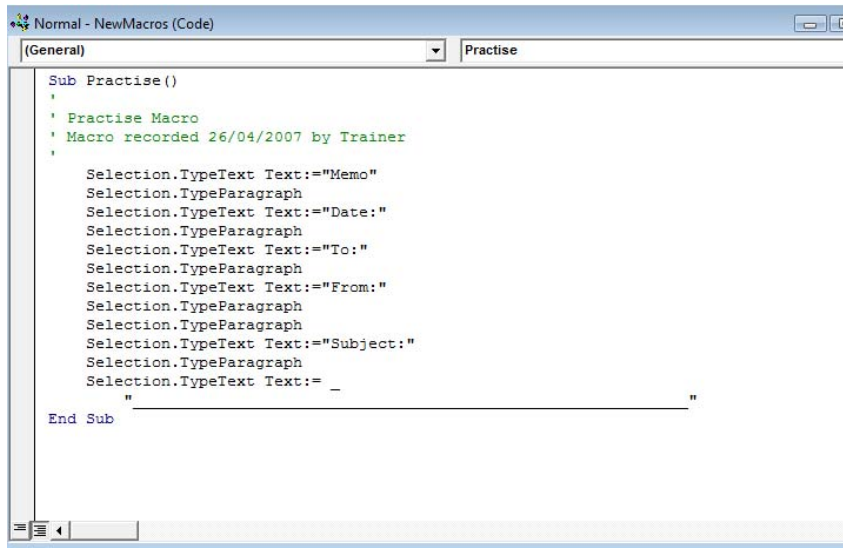


Find the Macro named **Practise** you may find that Word 2000 has omitted the document in the **'Macros In' box**. Click on the arrow and then choose Allow all documents. You should then see your macro appear, in the Macro name Box.



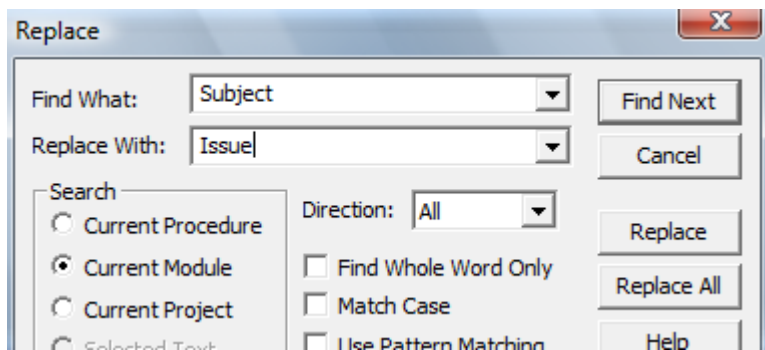
Once you have found your Macro Select it as shown in the fig. above. Click on Edit on this same box.

**Word 2000** will then take us to the **Visual Editor Screen**. It looks scary but it is not when you know how to use it. We will use Find and Replace to edit our Macro. Let's change Subject to Issue. To do this we must first



```
Sub Practise()  
'  
' Practise Macro  
' Macro recorded 26/04/2007 by Trainer  
'  
    Selection.TypeText Text:="Memo"  
    Selection.TypeParagraph  
    Selection.TypeText Text:="Date:"  
    Selection.TypeParagraph  
    Selection.TypeText Text:="To:"  
    Selection.TypeParagraph  
    Selection.TypeText Text:="From:"  
    Selection.TypeParagraph  
    Selection.TypeText Text:="Subject:"  
    Selection.TypeParagraph  
    Selection.TypeText Text:=" "  
End Sub
```

*The Visual Basic Editor.*



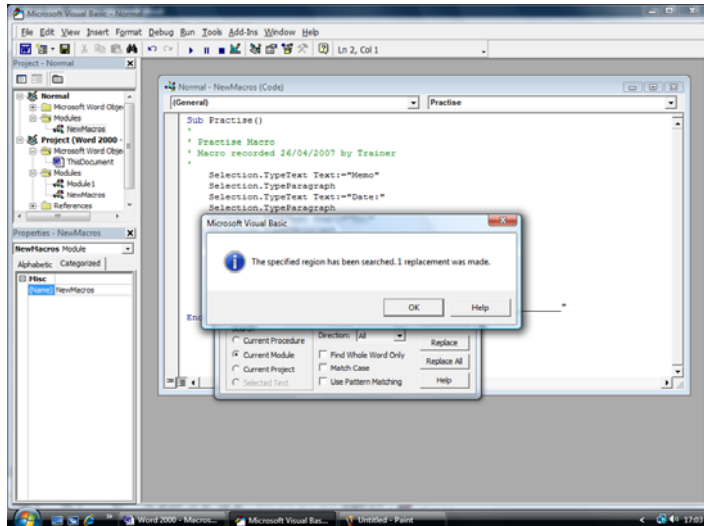
### Use the **Find and Replace**

When you have amended the Subject and Replaced it with Issue

Click on **Replace All**

Click on **Cancel**

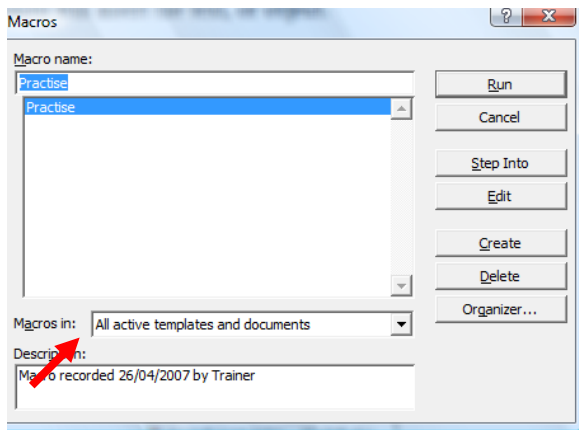
**Word 2000** will let you know that it has replaced one word.



The Macro has now been edited but you will only notice it from **here on** in your document **Word 2000** will not revert the changes back in the document. To - edit all the instances of **Select for Issue**. You will have to use **Find and Replace**.

### Copy a Macro

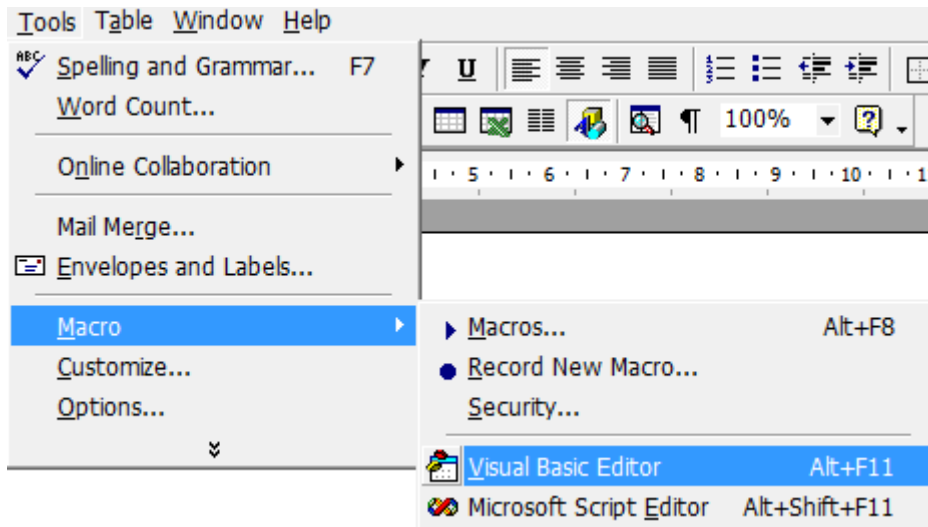
There is an easy way to copy a Macro for all documents say it is your companies header.



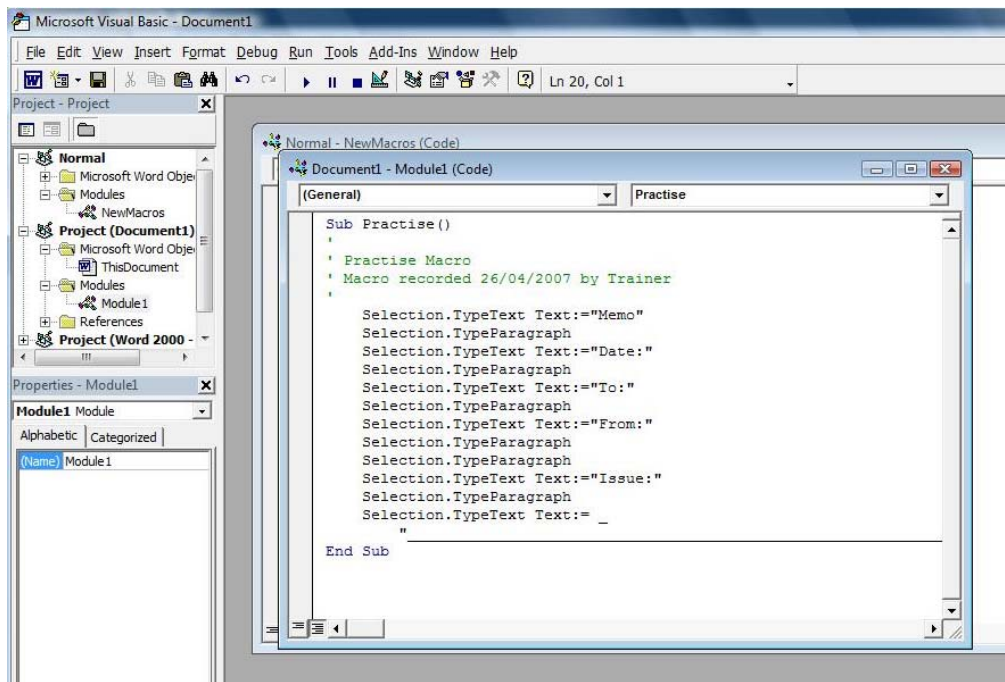
Ensure that the **'Macros in'** box has the **All active templates and documents** option checked.

However, if you have not recorded your Macro showing this option not to worry. There is another way to copy a Macro.

We do this in the **Visual Basic Editor** First create a new document. **Go to Tools/Macro/Visual Basic Editor**



Word 2000 will open up the **Visual Basic Editor**



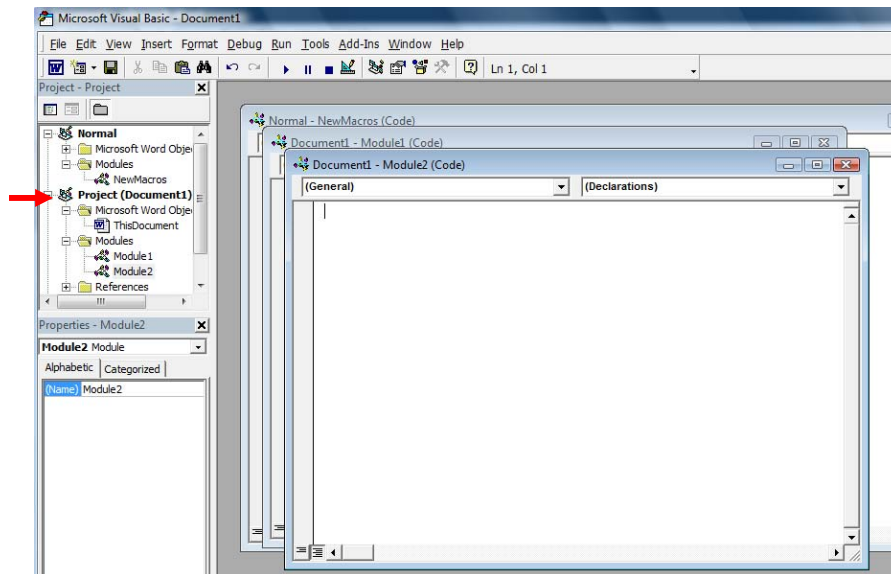
The **Practise** document shows up on the screen so we will **copy** this text so that we can use it for our new document.

On the **Project** screen click on the 'new document' **Project**. This is the file where you want the macro to be inserted.

Next **Insert a Module**.

To do this, click on **Insert/Module**, on your main toolbar whilst in the **Visual Basic Editor**.

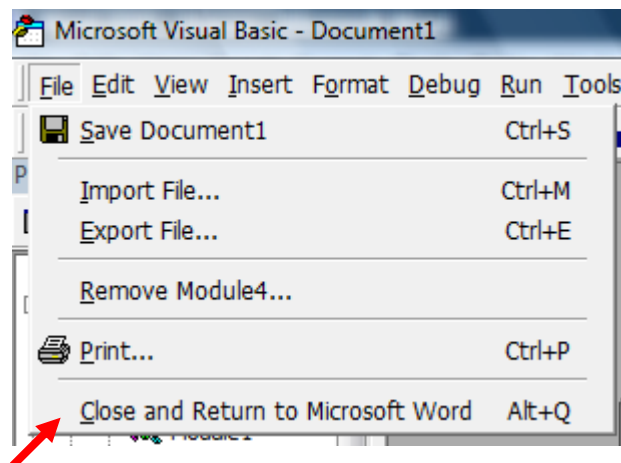
A new Module Screen appears



Simply paste Ctrl +V

Click on **File**

Click on Close and return to Word.



The Module is now inserted into our document.

Practise running the **Macro** now.

**Save** then Return to your **main document**.

## Delete a Macro

Go to **Tools/Macro/Macros**

Select the Macro you want to delete and Click on **Delete**.

Once you have deleted it you can never get it back so be very careful here.

