Save Time, Automate Tasks-Macros Explained - Word Macros - Half Day

Pre-requisites

To gain the most from this course, you need to have successfully completed the Word Intermediate Formatting Documents Made Easy and Word Intermediate Improving Efficiency courses, and/or have equivalent skills and knowledge.

Description

Do you need to:

- Understand the purpose of macros
- Create simple macros
- Make basic edits to macros
- Name macros to run automatically
- Create toolbar or Ribbon icons to run a macro
- Create buttons on a worksheet to run a macro
- Deal with macro errors
- Copy Macros between documents
- Specify trusted file locations

Aim

This course familiarises the users to the Macro recorder in Word and gives you the skills to record edit and run simple macros.

It also prepares you with the knowledge necessary to undertake a further VBA course to fully master Macros.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Explain the overall purpose of Macros
- Record and use a macro to apply
    o formatting
    o page setup details
    o a watermark
- Record and use a macro to create a pre-formatted table
- Assign a macro to a
    o toolbar or ribbon
    o shape on a worksheet

Topics Covered

Key topics covered on this course include:

Macro Recorder Basics

- Use the macro recorder
- Record a formatting macro
- Edit a simple macro
- Save a macro enabled worksheet

Recording Macros

- Record a macro to apply page setup details
- Record a macro to apply a watermark
- Record a macro to create a pre-formatted table

Running a macro

- Use the Ribbon commands
- Add a button to the Toolbar
- Add a button to the Ribbon
- Use a keyboard shortcut
- Attach a macro to a shape on a document

Errors and Security

- Deal with macro errors
- Copy Macros between documents
- Specify trusted file locations