

Working with Word Macros

Techshoret Communicators Conference

"Working with Word Macros"

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Email me for a current list of free and trial macro tools available

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Macros—Why Automate?

- Create and modify simple macros yourself
- Make mundane formatting tasks:
 - ◆ Quicker
 - ◆ More simply
 - ◆ More accurate
 - ◆ Smarter

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Overview

Today we will cover:

- Creating and modifying useful VBA macros
- Assigning macros to toolbars
- Creating shortcut keys
- Examples of automation tools at work

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Using the Macro Recorder

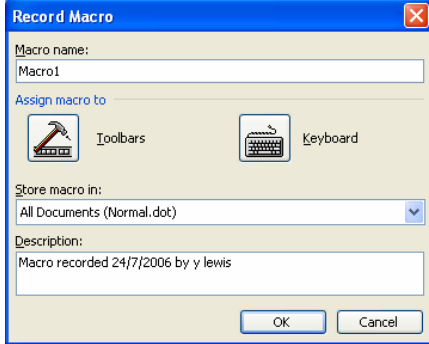
To start the Macro Recorder:

- Select **Tools > Macro > Record New Macro**
- OR**
- Double-click **REC** on the Word status bar

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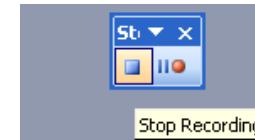
- Name your macro
- Specify template to store macro — **Normal.dot**
- Add to an existing toolbar — we'll do this later
- Assign a shortcut key — we'll do this later

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Stopping the Recording

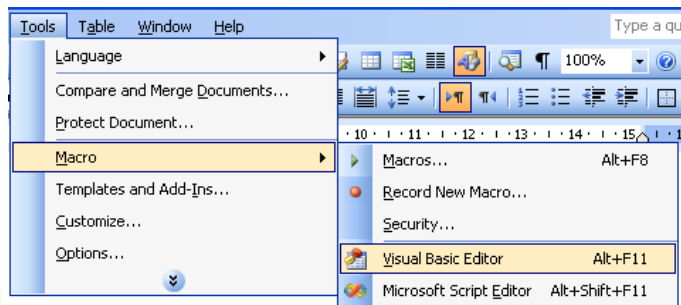
- In the Stop Recording toolbar (below), click the **Stop Recording button**.



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Finding your Macro—the Visual Basic Editor



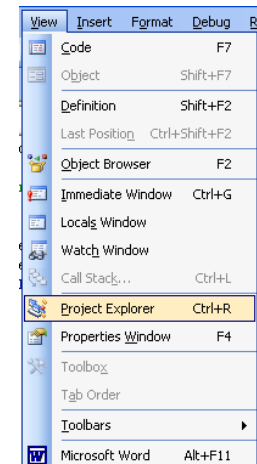
- Click **Tools>Macros>Visual Basic Editor**.
- Shortcut key: **Alt+F11** (also toggles back to Word)

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Project Explorer

- Groups all high-level objects, including macros modules
- Click **View>Project Explorer**.
- Shortcut key to access – **Ctrl+R**



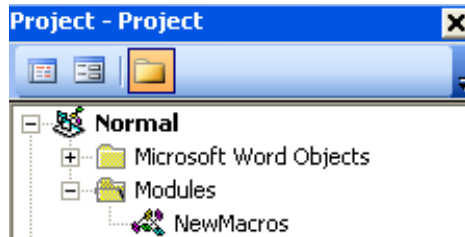
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Project

- New macros are stored in the module **NewMacros**.
- Double click **NewMacros** to see your macro.



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Running your Program

There are a few ways to run your VBA macro:

- From the VBA Editor:
 - ◆ On the toolbar, click the **Run Sub** button OR press **F5**.
 - OR**
 - ◆ Single-step through the program in *debug mode*: From the Debug toolbar, click the **Step Into** button or press **F8**.
- From a Word document:
 1. Select **Tools > Macro > Macros** OR press **Alt+F8**.
 2. Select the macro name.
 3. Select **Run**.

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Debug Mode

- Looking for a problem in a macro (program) is called **debugging**.
- Press F8 to execute the program statements one at a time until the program ends.
- As you run the program, switch between the document and the program to see what the program is doing.

```
Sub MyFirstMacro()  
    Selection.TypeText Text:="Hello world"  
    Selection.TypeParagraph  
End Sub
```

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Problem—Macros are Disabled

To set your Security setting to Medium:

1. Select **Tools > Macro > Security**. The Security dialog box appears.
2. Click the **Security Level** tab and select **Medium**.

Note: Quit Word for this to take effect.

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Problem—No VBA Help

- Visual Basic Help is an optional part of MS Office.
- You may have to reconfigure your Office installation to add the VBA Help feature.

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Creating a New Toolbar

To create a new a toolbar:

1. Select **Tools>Customize**.
2. Click the **Toolbars** tab.
3. Click **New**.
4. In the **Toolbar** name textbox, type **TW Tools**.
5. Click **OK**.

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Assigning a Macro to your Toolbar

To add a macro button to the “TW Tools” toolbar:

1. Select **Tools>Customize** and click the **Commands** tab.
2. In the Categories list on the left side, select **Macros**.
3. In the Commands list on the right side, select the macro, e.g. **KWN**. Drag this macro onto the **TW Tools** toolbar in the document window and release it there.
4. Right-click the new toolbar item and select **Default Style**.
5. Right-click again and select **Change Button Image** and select an existing image for the button.
6. Click **OK**.
7. Click **Close**.

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Assigning a Shortcut Key to your Macro

To add a shortcut key that runs your macro:

1. Select **Tools>Customize**.
2. Click the **Keyboard** button.
3. In the Categories list on the left side, select **Macros**.
4. In the Macros list on the right side, select the macro, e.g. **KWN**.
5. In the **Press new shortcut key** textbox, press a shortcut key to run the macro, for example, **<Shift>+<Ctrl>+K**.
6. Click **Assign**.
7. Click **Close>Close**.

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