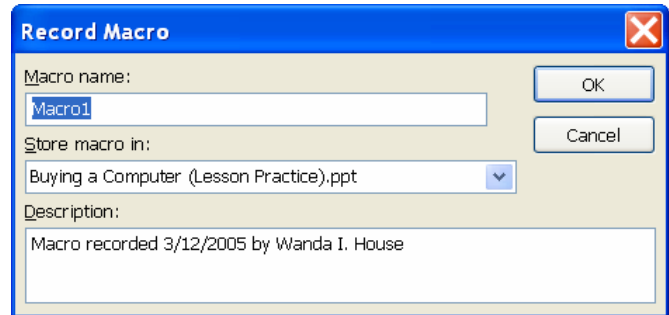


Creating and Using Macros

Macros are used to automate common tasks that are performed every day, such as printing a document or saving a document. They are a series of commands that are stored and then can be rerun every time those actions need to be performed. Microsoft Office provides many macros with all of the programs in the Microsoft Office Suite. It is also possible to create macros, to assign them to a Menu command, or to assign them to a Toolbar button.

Recording a Macro

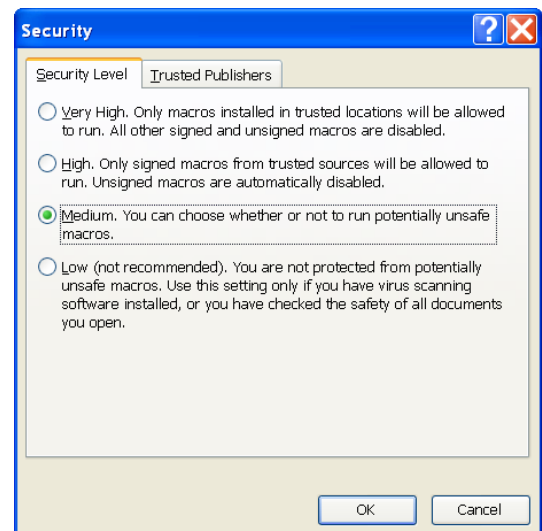
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Point to **Macro**.
- ❖ Click **Record New Macro**.
- ❖ The **Record Macro** dialog box will appear.
- ❖ In the **Macro name** box, enter **PreviewHandout**. When specifying a Macro name, keep the following in mind:
 - The first character of the macro name must be a letter.
 - Other characters can be letters, numbers, or underscore characters.
 - Spaces are not allowed in a macro name; an underscore character works well as a word separator.
- ❖ In the **Store macro in** box, click the location where you want to store the macro.
- ❖ In the **Description** box, input a description for the Macro.
- ❖ Click **OK** to start recording the Macro.
- ❖ The **Stop Recording** toolbar will appear in the window (see illustration).
- ❖ Perform the actions for the Macro, such as the steps to send a presentation to print.
- ❖ Once all the steps have been recorded, click the **Stop Recording** button on the **Stop Recording** toolbar. This is the only button that appears on that toolbar.



Changing the Security Level to Run Macros

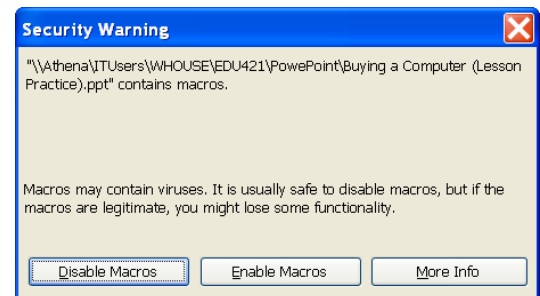
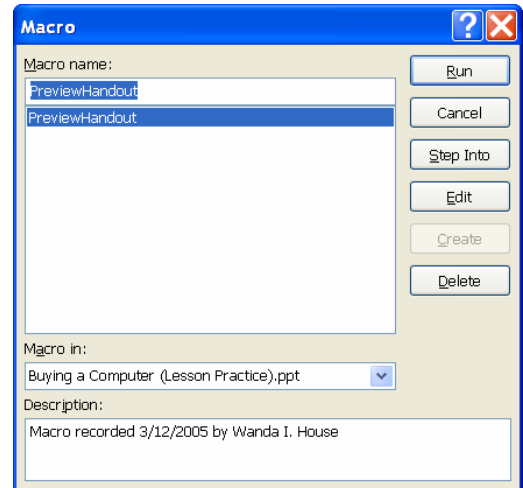
In order to run a presentation that has a Macro attached, the security level must be set at either **Medium** or **Low**. The security level is set to prevent viruses from spreading to a computer. For this reason, each time a presentation is opened that contains a macro, a warning will be displayed saying that the presentation contains a macro and that the macro could contain a virus. To change the Security level, complete the steps below:

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Options** from the list of options that appears.
- ❖ Click the **Security** tab.
- ❖ Click the **Macro Security** button to display the **Security** dialog box.
- ❖ Take some time to read each of the options to see what they do.
- ❖ Click the **Medium** option button.
- ❖ Click the **OK** button to accept the changes and return to the presentation.



Running a Macro

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Macro** from the list of options.
- ❖ The **Macro** dialog box will appear.
- ❖ Click the **Run** button to run the Macro.
- ❖ The Macro will run and display the handout in grayscale.
- ❖ When a presentation is opened after **Medium** is selected for the **Security Level**, the **Microsoft PowerPoint** dialog box will display (see illustration bottom right).
- ❖ The options in this dialog box are:
 - **Disable Macros** – When this option is chosen, the Macro is unavailable to the user.
 - **Enable Macros** – Click this option to make the Macros available to the user to execute.
 - **More Info** – This option opens the Microsoft PowerPoint Help window and displays information on viruses and macros.
- ❖ When this happens, click **Enable Macros** to display the **PowerPoint** presentation and make the Macros available to the user.



Adding a Macro Command to a Menu

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Customize** from the list of options.
- ❖ Click the **Commands** tab in the **Customize** dialog box.
- ❖ Scroll through the **Categories** list until **Macros** is located.
- ❖ Click the **Macros** command.
- ❖ Click **File** on the **Menu Bar** to display the **File Menu**.
- ❖ Drag the Macro entry from the **Commands** list to the **File** menu.

Adding a Macro Button to a Toolbar

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Customize** from the list of options.
- ❖ Click the **Commands** tab in the **Customize** dialog box.
- ❖ Scroll through the **Categories** list until **Macros** is located.
- ❖ Drag the **Macro** that was just recorded to the desired toolbar.
- ❖ Right-click on the **Macro** button.
- ❖ Point to the **Change Button Image** option.
- ❖ A gallery of button styles will display (see illustration at right).
- ❖ Choose a style for the button.
- ❖ Right-click the **Macro** button on the **Standard** toolbar.
- ❖ Select the **Text Only (In Menus)** option.
- ❖ **Close** the **Customize** dialog box.
- ❖ Click the **Macro** button to run the **Macro**.

