**Macros**

**Definition – A single instruction that expands automatically into a set of instructions to perform a  
 particular task.**

**Activity – Write 3 Macros that will perform practical tasks that can be used for Computer Apps class.**

**Examples:**\* heading for the class \*favorite quote \*favorite image

\* favorite page border \*favorite font, color & size \*spell check

\*quick link to favorite site \*header & footer \*watermark **Steps for writing a Macro**1. Click on Developer Tab  
2. In Code Group click on Record Macro  
3. Click on Keyboard button  
4. Press (Assign) new shortcut keys  
5. Click on the Assign button  
6. Create Macro  
7. Click on stop recording in Code Group  
8. Test out you Macro and see if it works