

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 18)
[Macros]

Date: 12-05-20

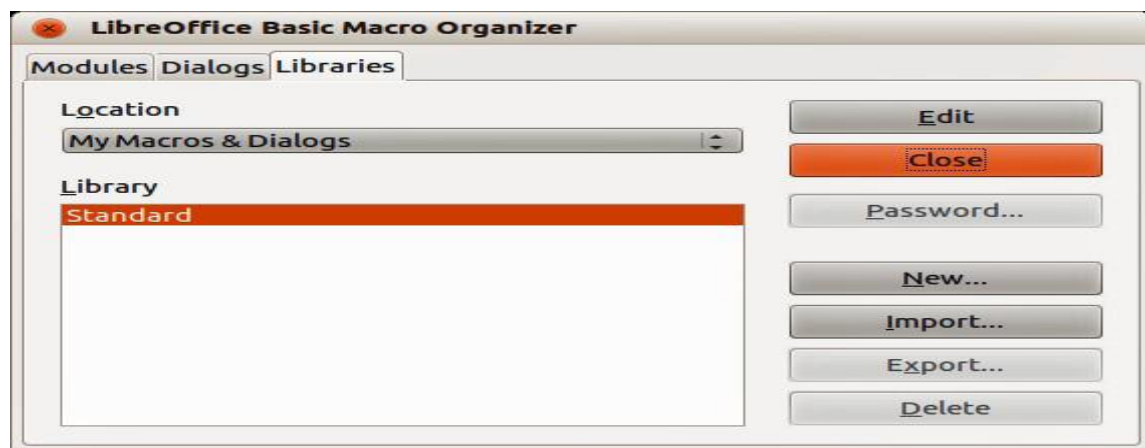
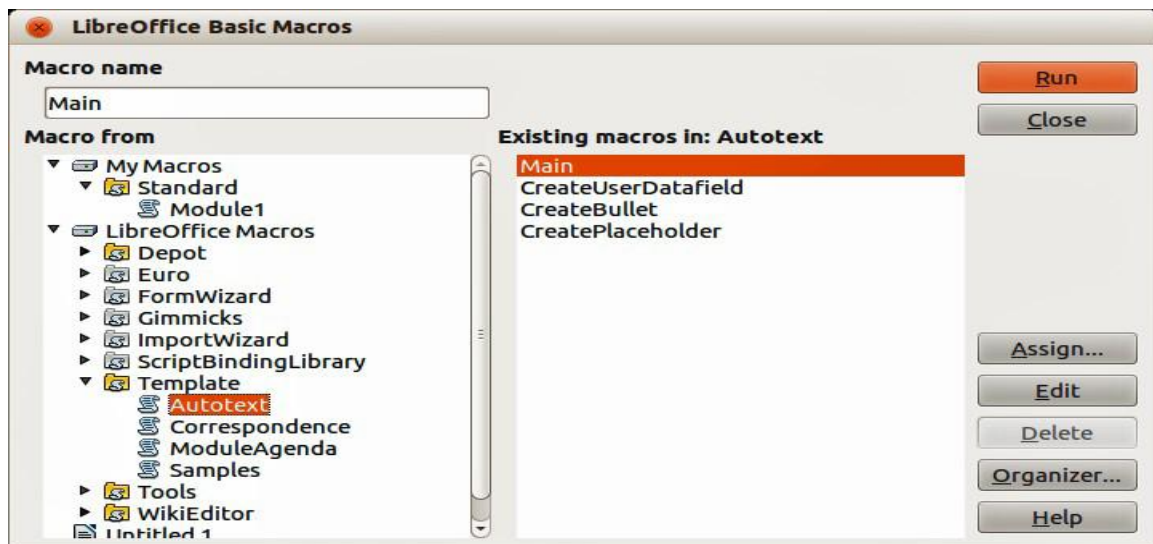
Macro:

A macro is a saved sequence of commands that are stored for later use. An example of a simple macro is one that “types” our address. The LibreOffice macro language is very flexible, allowing automation of both simple and complex tasks. Macros are very useful when we have to repeat the same task in the same way over and over again.

Recording a Macro:

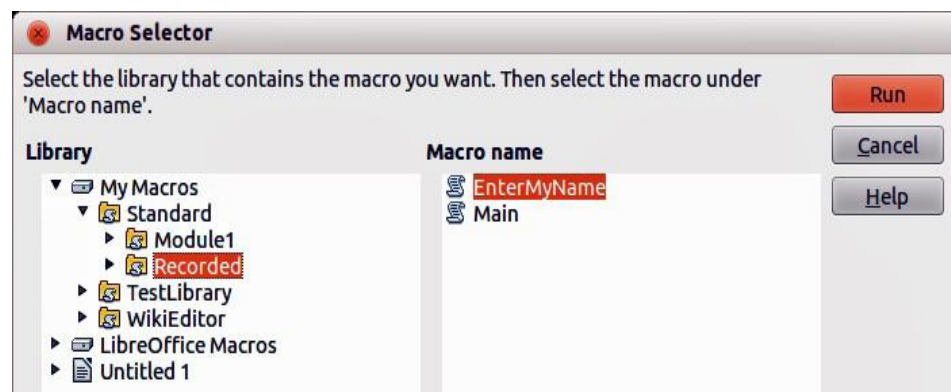
Make sure macro recording is enabled by going to **Tools > Options > LibreOffice > Advanced** on the main menu bar and selecting the option **Enable macro recording**. By default, this feature is turned off in LibreOffice.

- 1) Go to **Tools > Macros > Record Macro** on the main menu bar to start recording a macro. A small dialog is displayed indicating that LibreOffice is recording a macro.
- 2) Type the desired information or perform an appropriate series of operations. As an example, type your name.
- 3) Click **Stop Recording** on the small Recording dialog to stop recording and the LibreOffice Basic Macros dialog opens.
- 4) Open the library container *My Macros*.
- 5) Find the library named *Standard* in My Macros. Note that every library container has a library named Standard.
- 6) Select the Standard library and click **New Module** to create a new module to contain the macro. This opens the New Module dialog.
- 7) Type a descriptive name for the new module, for example *RecordsInsertText*, and click **OK** to create the module. The LibreOffice Basic Macros dialog now displays the name of the new module in the Standard library.
- 8) In the **Macro name** text box, type a name for the macro you have just recorded, for example *EnterMyName*.
- 9) Click **Save** to save the macro and close the LibreOffice Basic Macros dialog.



Running a Macro:

- 1) Go to **Tools > Macros > Run Macro** on the main menu bar to open the Macro Selector dialog.
- 2) For example, select your newly created macro EnterMyName and click **Run**.
- 3) Alternatively, go to **Tools > Macros > Organize Macros > LibreOffice Basic** on the main menu bar to open the LibreOffice Basic Macros dialog, select your macro and click **Run**.



Assignments:

- A. What do you understand by macros? What are the benefits of using macros?
- B. Create a macro named 'address' that contains address of your house. Record this macro and run (use) it in your document.