## PRODUCTIV

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## Microsoft PowerPoint 2007 Macro Basics (Part 1)

A *macro* is basically a custom command, or shortcut, that performs a series of actions. It can be used in PowerPoint presentations to save time when performing common tasks.

<u>Click here</u> to view how you can enable the macros in PowerPoint 2007.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

PowerPoint

## Microsoft PowerPoint 2007 Macro Basics (Part 1)

To work with macros in PowerPoint 2007, you will need to be able to access the *Developer tab* on the PowerPoint Ribbon. If that tab is not currently visible on your PowerPoint screen, follow the steps below:

1. Click the Office button in the upper left-hand corner of the application.



2. Click on the *PowerPoint Options* button that is located at the bottom of the window or simply click "i" as shortcut key.



3. This will open up the *PowerPoint Options window* where you can customize many different types of features. Select the *Popular* category, and then place a check in the box next to *Show Developer tab* in the Ribbon.

Popular	Change the most popular options in PowerPoint.	
Proofing	Top options for working with PowerPoint	
Advanced	Show Mini Toolbar on selection	
Customize Add-Ins	Color scheme: Blue Blue Blue Blue Blue Blue Blue Blue	
Trust Center	ScreenTip style: Show feature descriptions in ScreenTips	
Resources	Personalize your copy of Microsoft Office	
	User name: rnmayor Initials: r Choose the languages you want to use with Microsoft Office: Language Settings	

4. Click *OK* to close the *PowerPoint Options* window and continue. You should now have access the to the *Developer tab* and be able to see the extra tools, including the ones associated with macros, available in that grouping.



\*Note: Follow the future release of ProductivI.T.y to know more on Macros...