

## 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.

[Click here](#) to view how you can enable the macros in PowerPoint 2007.



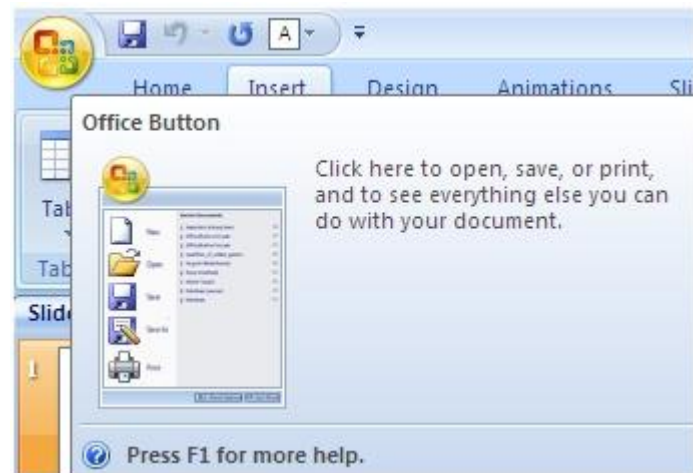
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Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various  
office and branch applications.

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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:

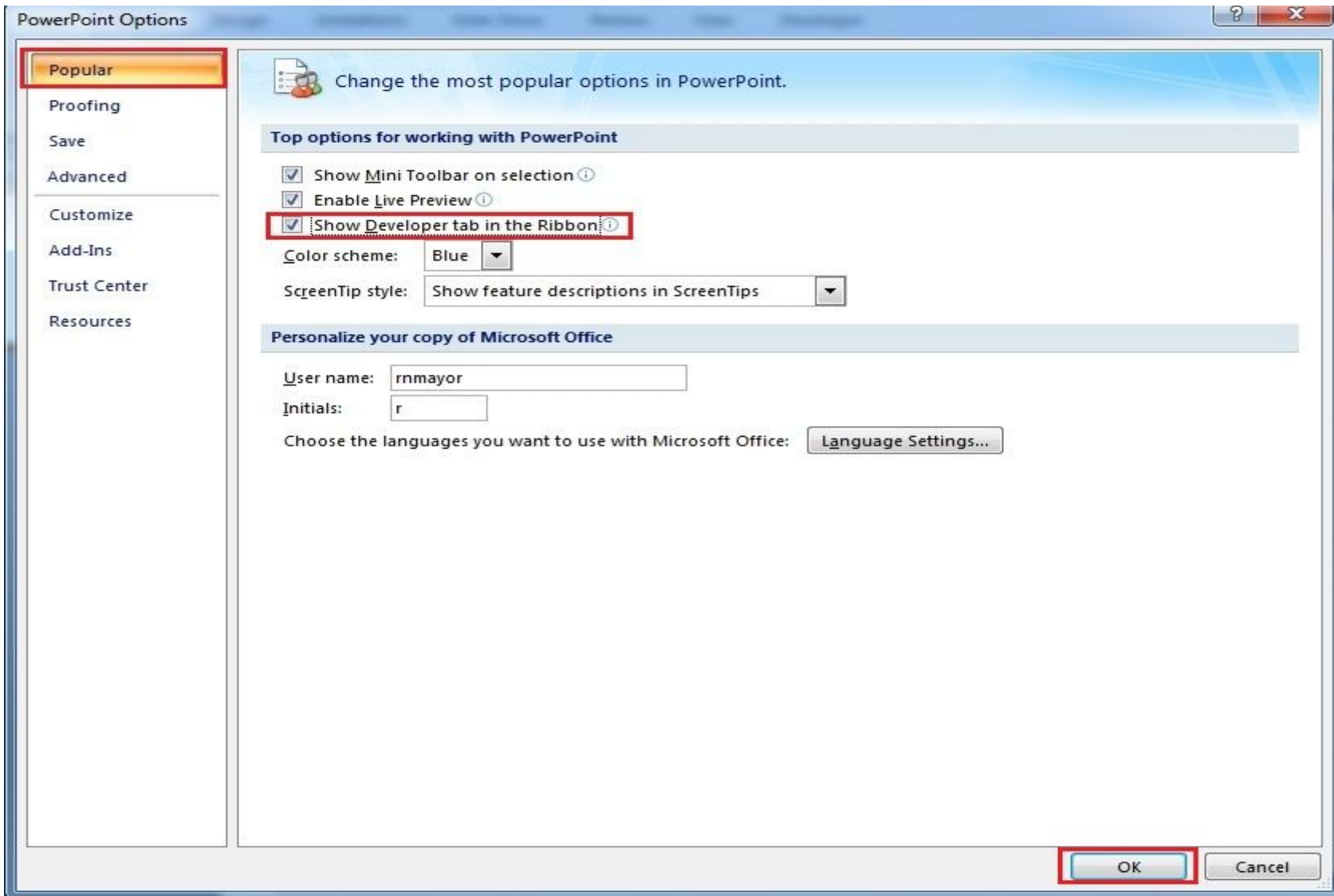
1. Click the Office button in the upper left-hand corner of the application.



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

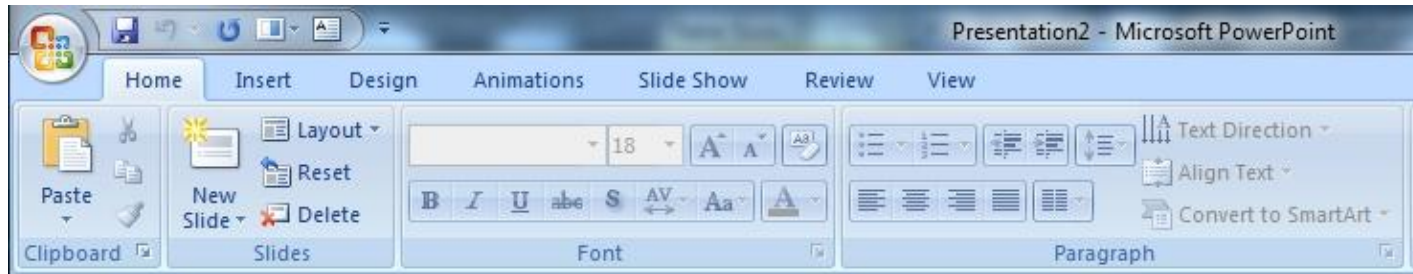


3. This will open up the *PowerPoint Options window* where you can customize many different types of features. Select the *Popular* category, and then place a check in the box next to *Show Developer tab* in the Ribbon.

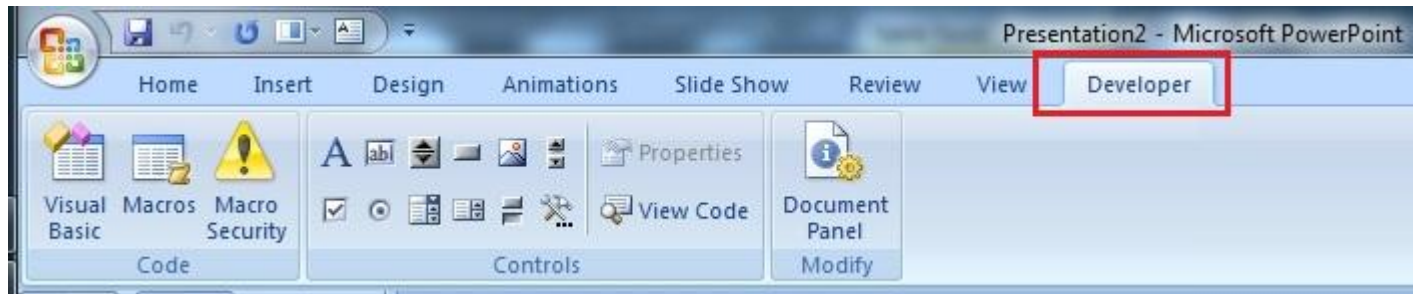


4. Click *OK* to close the *PowerPoint Options* window and continue. You should now have access the to the *Developer tab* and be able to see the extra tools, including the ones associated with macros, available in that grouping.

Before



After



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