

## Steps to write a macro in Microsoft PowerPoint 2007

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In this Tutorial we will teach you on how to [Write a Macro in PowerPoint Presentation](#), A Macro in a PowerPoint can help you to automate frequently done tasks and do wonders. A macro is a few line program which allows you to automate tasks and add functionality. In this tutorial we will explain on what are the steps to Write a Macro in Microsoft Point 2007 which will enable you to automate tasks in Microsoft PowerPoint 2007.

Macros is a set of commands that are available in Visual Basic Application (VBA), and most people find it easier to build a macro than to write VBA code.

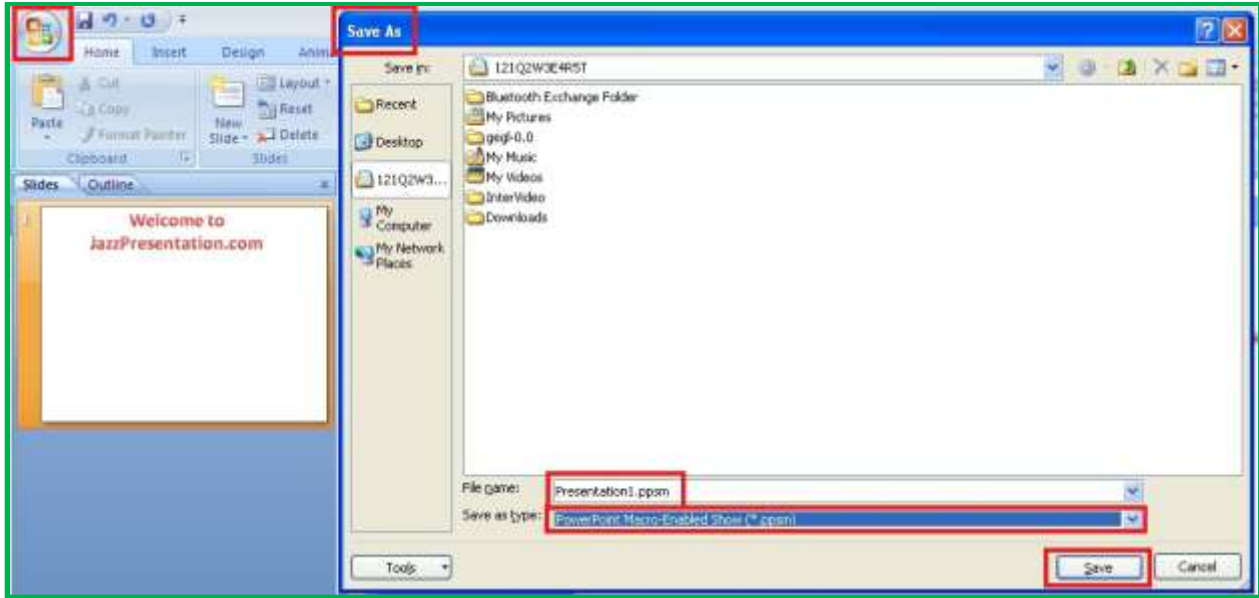
### [Step 1: Save the File with Correct Extension](#)

As you get started the first step you should know is how to save a PowerPoint file which contains a macro with correct file extension. You need to ensure you have saved the PowerPoint file you are working with macro enabled option. Follow the image and the steps below.

- Select the file save as option as shown in the image below



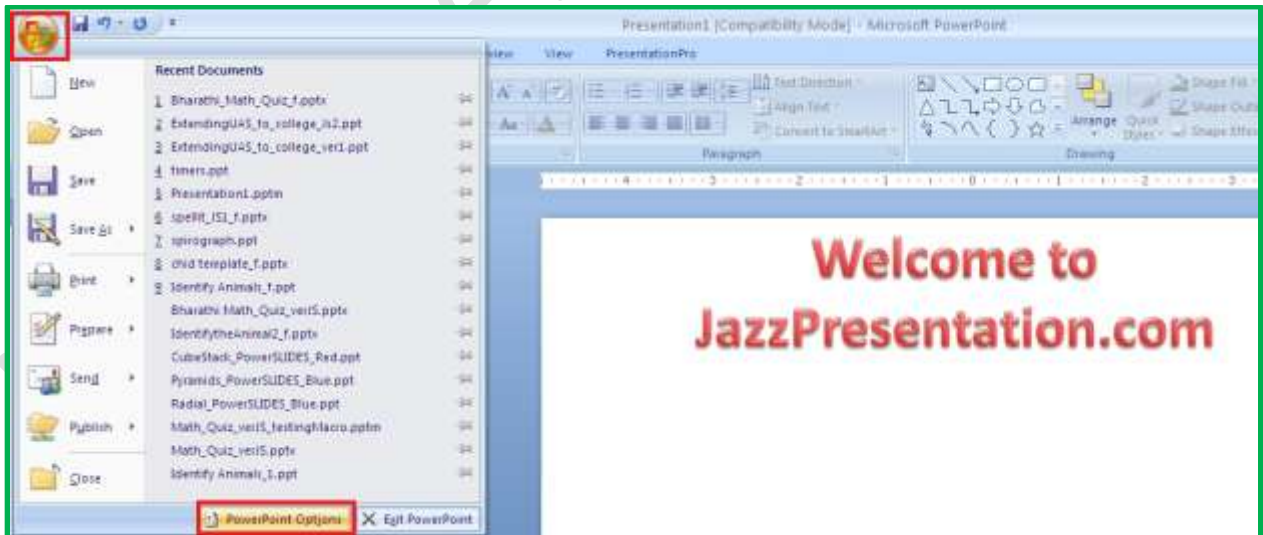
- Save the PowerPoint with file Extension *pptm* (as shown in image below) and
- file type *PowerPoint Macro-Enabled Show (pptm)* - (as shown in image below)



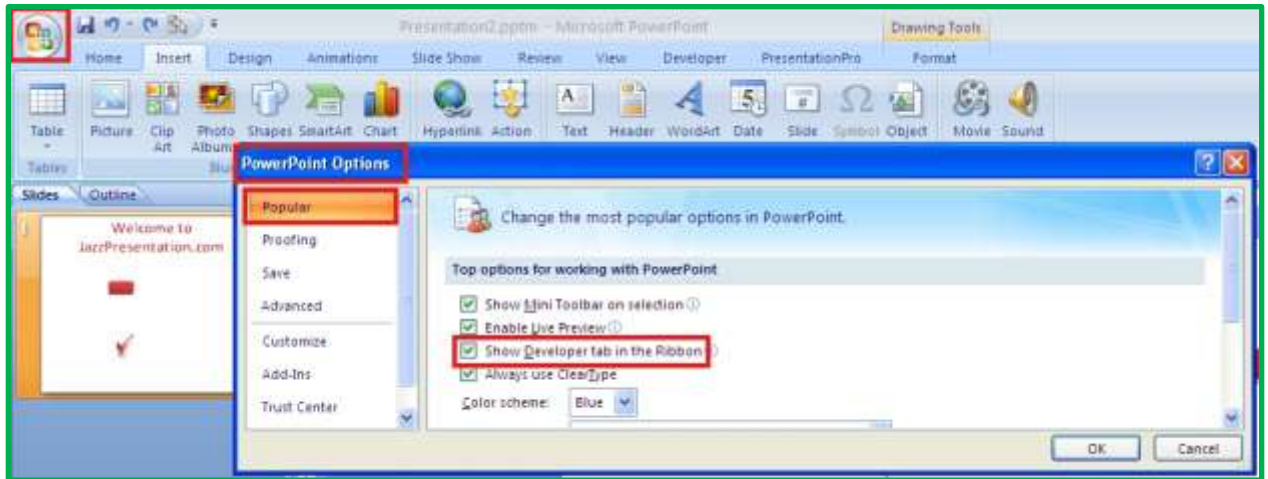
## Step 2 : Ensure Developer Tab is Enabled

Next step to Write a Macro will be to ensure Developer tab is enabled in menu ribbon

### 1. Select PowerPoint Options as shown in the image below



2. In the Options menu check the “show developer Tab in the Ribbon” as shown in the image below



#### Step 4: Ensure PowerPoint is enabled for Macro

You need to make sure the PowerPoint is enabled for macro writing.

Click on the Ms office icon on the top left hand corner .and select the Option Menu

In the Option Menu Select **Trust Centre**

Click on the Trust Centre Setting and Select Macro Settings

Select the Radio button which has “Enable all macros” and Click on the ok. Button

This step will enable and allow you to run macro in the PowerPoint.

#### Step 3: Name the Macro

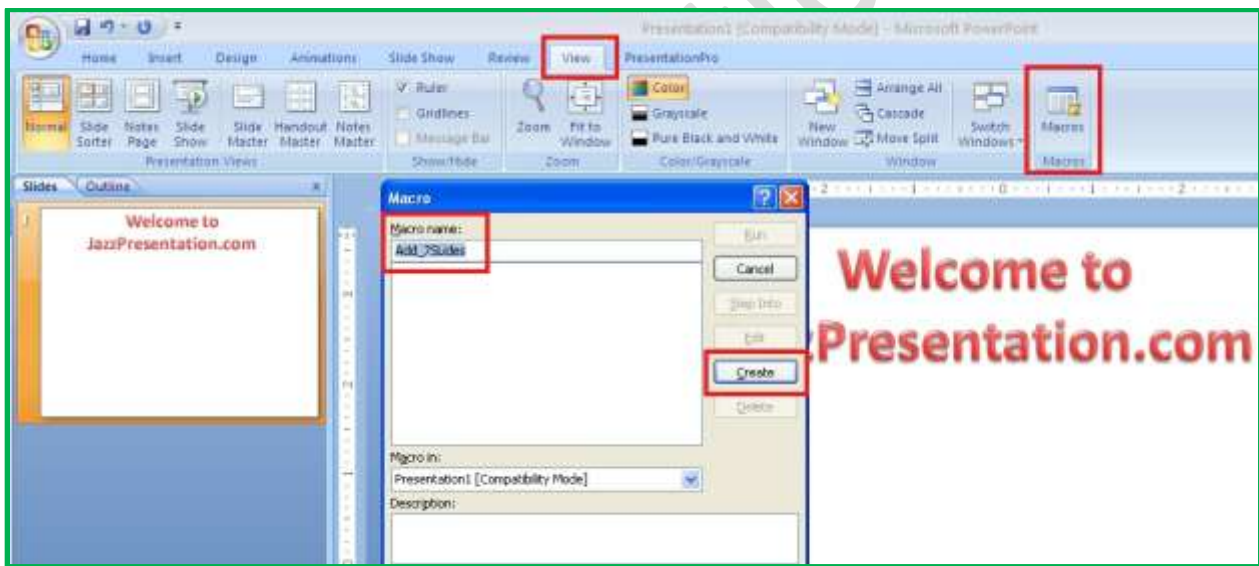
Now we will give a name for a macro and write a macro.

1. Open the Macro window from view menu as shown in the image below.



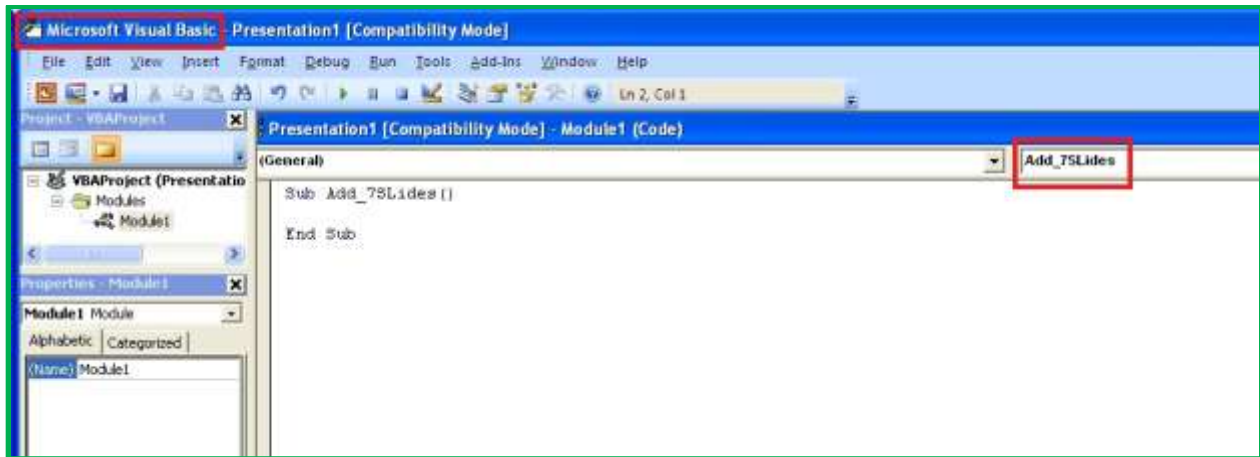
## 2. Name the macro

Click on the macro button in the view menu to open the macro window. Give a name for the macro ( ex: Add\_7Slides) to create a new macro called **Add\_7Slides**. Once you give the name for the macro the create button will get enabled as shown in the image.



## Step 4: Writing a Macro

Click on the create button, it will open up the Microsoft Visual Basic macro writing tool as in the image below.



### Adding code to the macro

We will add the following line of code to the macro. The macro is supposed to add 7 blank slides to the PowerPoint you are working on and display a Message box with a message “Seven Slides have been added”. The details are shown in the image below

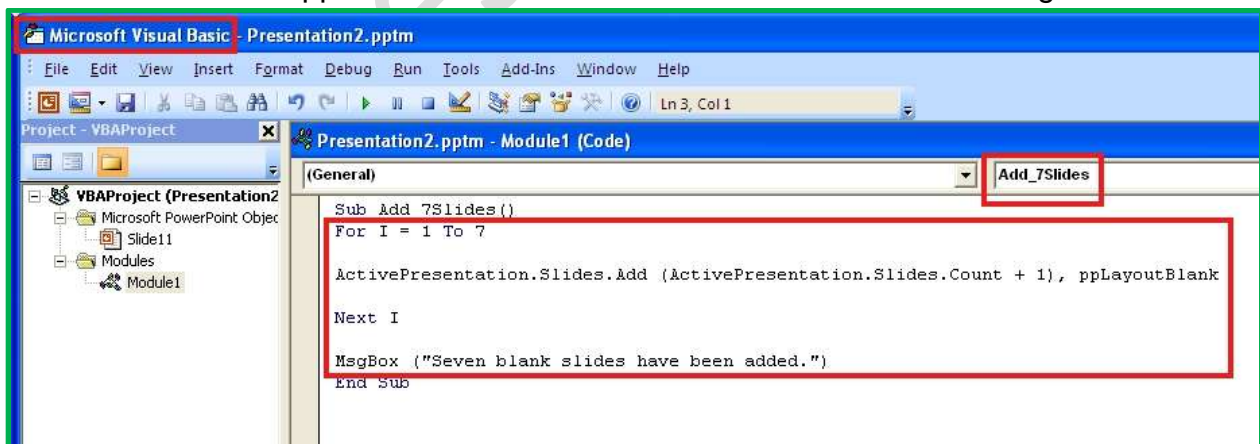
*For I = 1 To 7*

*ActivePresentation.Slides.Add (ActivePresentation.Slides.Count + 1), ppLayoutBlank*

*Next I*

*MsgBox ("Seven blank slides have been added.")*

The detail of how it appears in the Visual basic editor is shown in the image below



Click on the save icon to save the code you have written.

### Step 5 : Run the Macro from Macro Menu

Now we will learn how to run the macro. There are many ways to run the macro. In this step we will show how to run the macro from *create macro window*

From the view menu, Click on the **macro button**

You can see the list of macros which have been created in the presentation. Select the one which you would like to run (In our case Add\_7Slides) and click on the **run button**.

As you click on the **run button** the macro will run and add 7 slides and will also display a message box 7 slides have been created.

The image below shows on how to click on the run the macro after you select the macro from the macro window.



### Step 6 : Run the Macro from a Button in the Slide

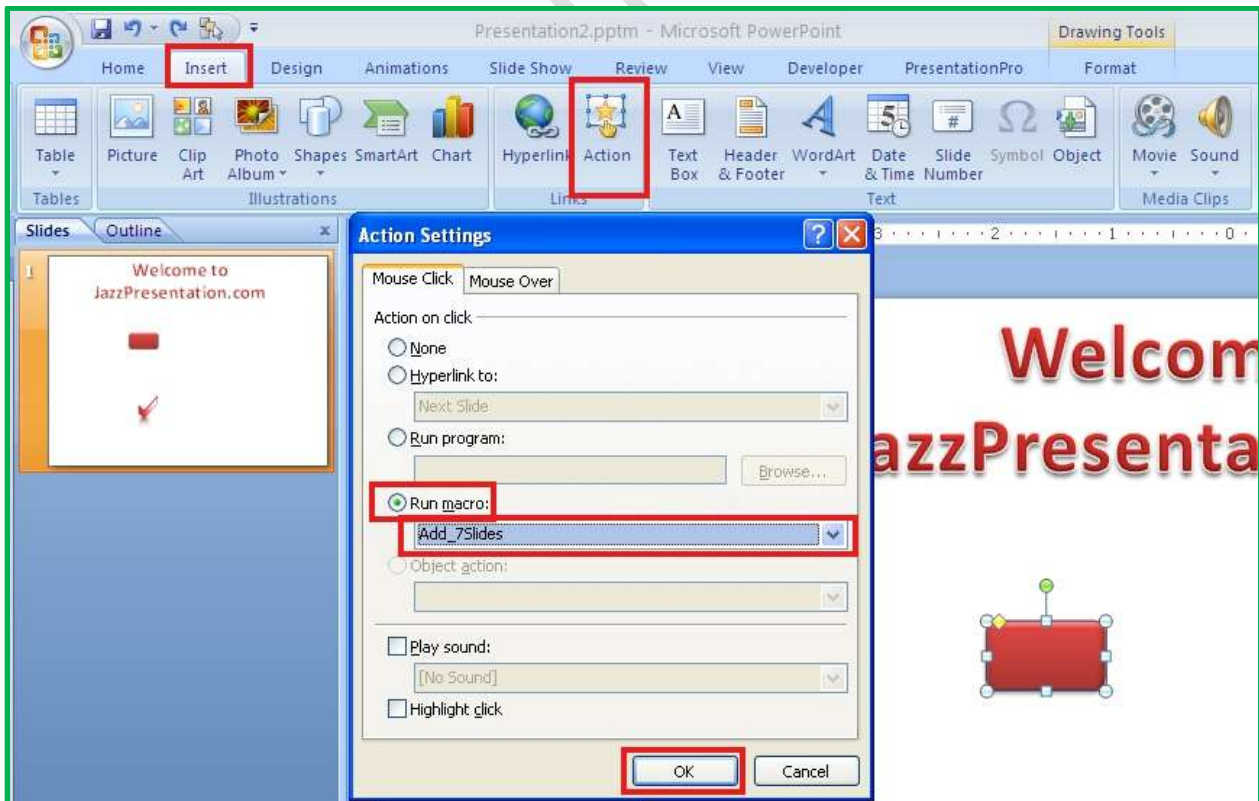
#### 1. Create a button Object in the slide.

- From the Ribbon menu Bar, select the insert menu.
- Then select a rectangle shape from the shape menu.
- Create the Object in the Presentation
- Give colour and shape to the menu. ( In our example it is red button object we have created ( see image below )



## 2. Attach the Macro to the Button

- Select the Button object.
- Click on the Action button from the insert menu.
- Select the run macro radio button
- Select the macro you want to attach (Add\_7Slides)
- Click on the Ok Button.



- To run the macro go to **Slide show mode** and click on the button object to which macro was attached. . The click will add 7 new slides.

Hope you have learnt how to Write a Macro in PowerPoint 2007. If you like the tutorial add a comment.

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