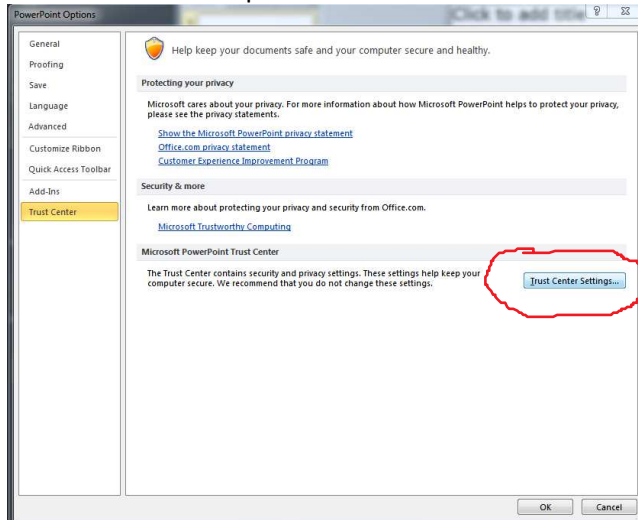# How to Use Macros in PowerPoint
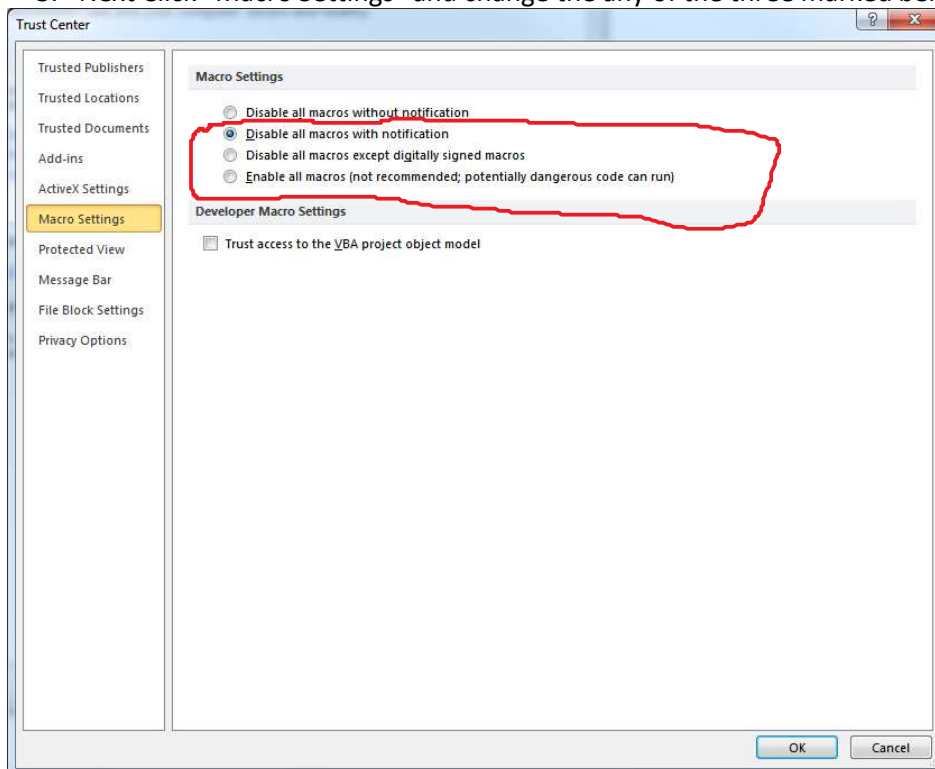
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To use Macros in PowerPoint.  A few settings need to be adjusted first.

1.  Open PowerPoint.
2.  Go to File-->Options-->Trust Center-->Trust Center Settings…

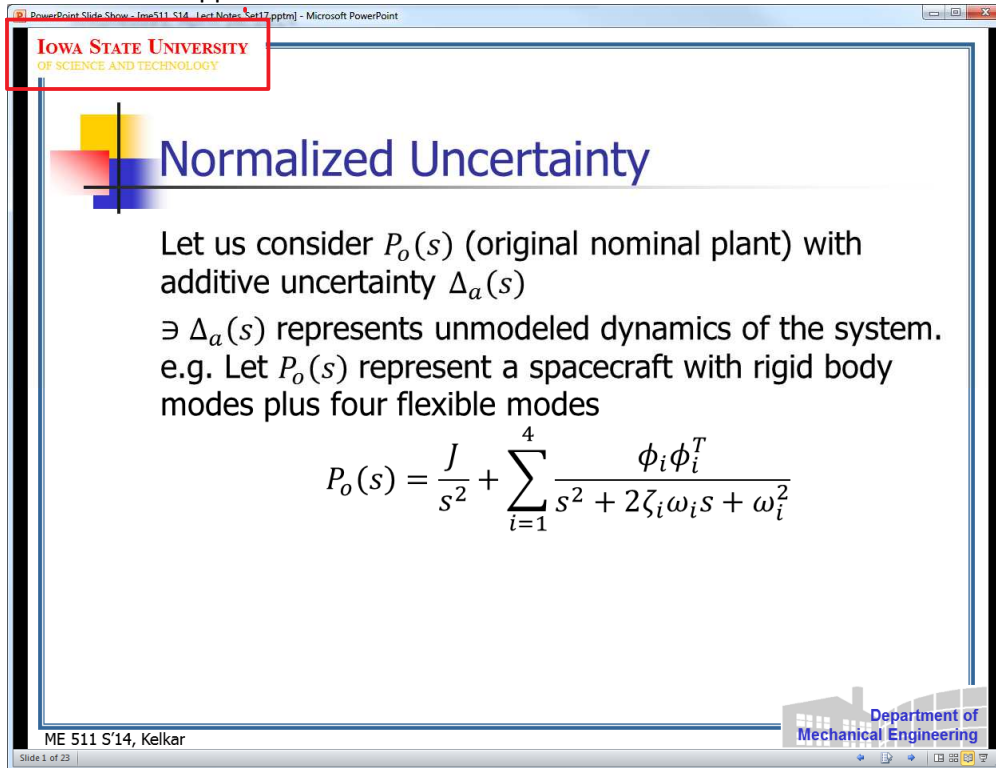3.  Next Click "Macro Settings" and change the any of the three marked below and press "Okay."

4.  Now open the files that I have given you that end in ".pptm" which is a "Macro Enabled PowerPoint Presentation."  Both Set 16 and 17 are ".pptm."  Also the template that I gave you that ends in ".potm" (Macro Enabled template) contains the macros as well.  The template is named "Kelkar Default Template.potm"
5.  Press Alt+F11.  This will show the macros contained in the PowerPoint.  No need to do anything with this.  PowerPoint seems to not always activate the Macros unless you press ALT+F11.
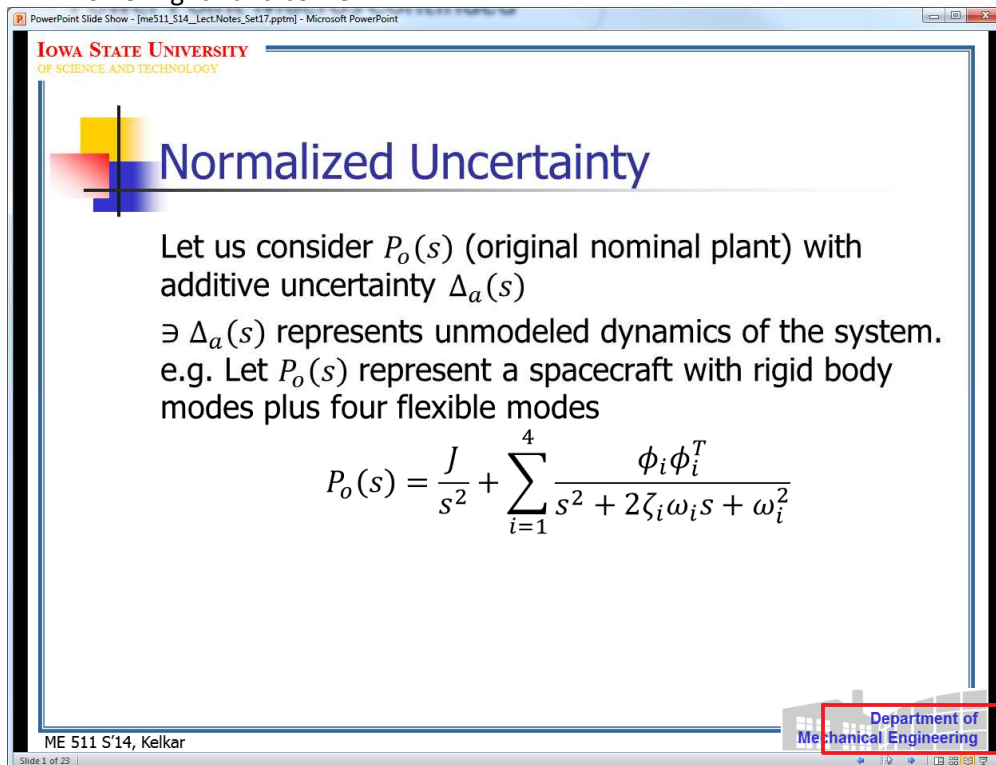
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6. Next start the presentation.  The cursor should automatically turn into a pen.
7. To add a slide BEFORE the current slide, press TAB, ENTER.  If your cursor is activated instead of the pen, click the upper left hand corner.



8. To add a slide AFTER the current slide, press TAB, TAB, ENTER.  If your cursor is activated instead, click the lower right hand corner.



Please, note none of this works if your MACROS are still disabled.