

Installing and Using QAT_Helper

In Excel and Word you can add macros to the toolbar or in 2007 the Quick Access Toolbar. The macro would then be available to all documents. In PowerPoint while you can add the macro as soon as the presentation with the code closes you will get a “Macro cannot be found message”. The best solution is to write code to create a menu or ribbon entry and save as an AddIn but this may be beyond your coding capabilities!

QAT solves this. Create the code and save the presentation as a template in the default location. Before 2007 choose .pot and from 2007 .potm as file type. Name the file “mycode” (do not add the “ ”). You must choose exactly this file name.

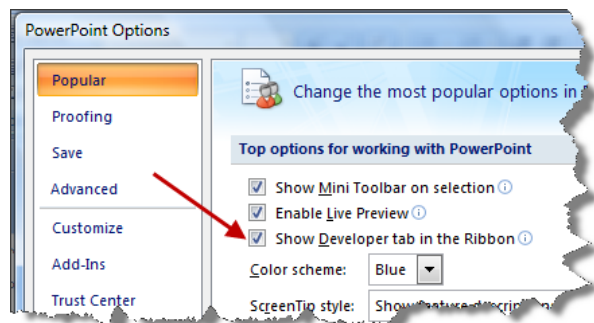
Create the toolbar or QAT entry using your usual method and close the template file.

Once QAT_Helper is installed the button should work in all presentations!

To install the Add In.

Ensure that Macro security is set to Medium in versions before 2007 do this from Tools >Macro> Security.

In 2007 you may need to enable the Developer tab. Do this from the Office Button and then PowerPoint Options > Popular



Now simply run the QAT.msi file to install the Add In. The file looks like this ...



Create the Button

Pre 2007

First create the macro and leave the file open.

Right click a toolbar and choose customize. Select the COMMANDS tab and scroll down to select MACROS.

You should see your macro name in the right hand dialog. Drag it onto the toolbar of your choice.

2007

Right Click on the QAT and choose Customize Quick Access Toolbar

Select Choose Commands From : Macros

Select the macro and ADD

Click OK

Uninstalling

To uninstall either go to the control panel in Windows and Uninstall programs OR run the msi file again when you will get an uninstall option

Using the Add In

Nothing further is needed – just click the button you created the macro should now run!