



KeySuite

A leading productivity add-in for
PowerPoint and Excel.

Installation Guide

WWW.THEKEYSUITE.COM

KeySuite Add-ins

KeySuite helps professionals around the world elevate their Excel modelling.



Keyboard Shortcuts

30+ shortcuts to new Excel functionality



Navigation Tools

Navigate sheets and cells faster



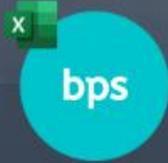
Formula Auditing

Audit, track and trace formulae better



Advanced Functions

10+ new custom functions in Excel



Number Text Formats

Format number cells with custom text



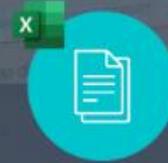
Text Manipulation

Change case and format text faster



Automatic Formatting

Preset your own formatting styles



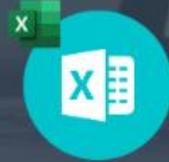
Sheet Management

Manipulate and manage sheet structures



Model Protection

Protect your sheets and workbooks better



Workbook Control

Manipulate and manage workbook structure



Number Formats

Preset number and currency formatting



Automatic Workbook Sheets

Add preset workbook elements to models

KeySuite Add-ins

KeySuite helps professionals around the world step up their PowerPoint presentations.



75+ Keyboard Shortcuts
New shortcuts for PowerPoint functionality



Align Shapes
Align shapes left, right, top or bottom



Table Formatting
Apply preset formatting to a table



Preset Shape Formatting
Apply preset shape formats to a shape



Custom Slide Elements
Quickly insert custom slide elements



Action/Ownership Stickers
Keep track of slide ownership in a team



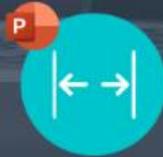
Custom Legends
Quick-insert preset legend elements



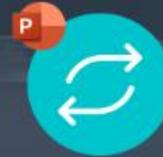
Presentation Navigation
Preset agendas and slide navigation elements



Organise
Preset slide tags and section divider elements



Custom Spacing
Set custom spacing between slide elements



Swap Positions
Swap columns and rows of elements



Select Similar Shapes
Select similar shapes on a slide

Welcome to the **KeySuite Installation Guide**. Follow these steps to download and install KeySuite on your Windows computer.



System Prerequisites

Ensure that your system meets the specified requirements and that you have an active internet connection during installation and activation.

System Requirements

Our Excel and PowerPoint tools will require:

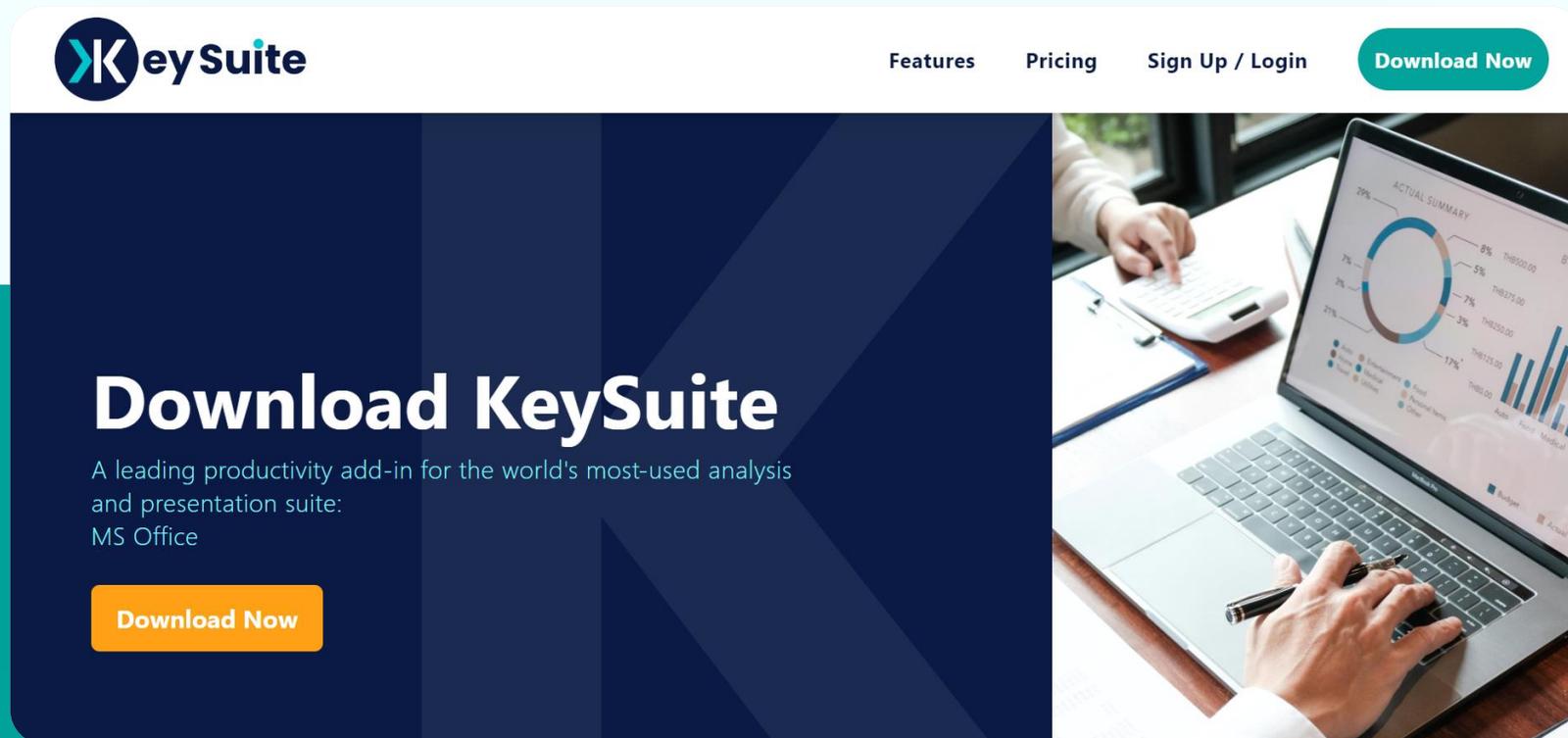
- Windows 7 or later Excel / PowerPoint 2010 or later (incl. Office 365)
- Microsoft .NET Framework 3.5 or later (may require admin rights)
- Active internet connection to login
- Only Windows is supported (Mac not supported for Excel or PowerPoint)

*If you're not sure, download and use our 14-day free trial to triple-check it all works.



Step 1: Downloading KeySuite

1. **Visit the KeySuite website:** go to thekeysuite.com using your preferred web browser
2. **Download the installation files:** click on 'Download Now' to initiate the download process
3. **Save the installer:** choose a familiar location on your computer, like the Downloads folder, to save the 'Install KeySuite' zip file

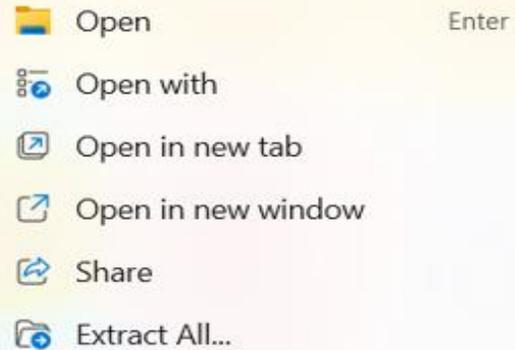


Step 2: Extracting the Installer



Install
KeySuite.zip

1. Locate the download:
navigate to where you
saved the 'Install KeySuite'
zip file



2. Unzip the installation file:
right-click the zip file, select
"Extract All" and choose
where you want to extract
the files, or use the default
location



Install KeySuite

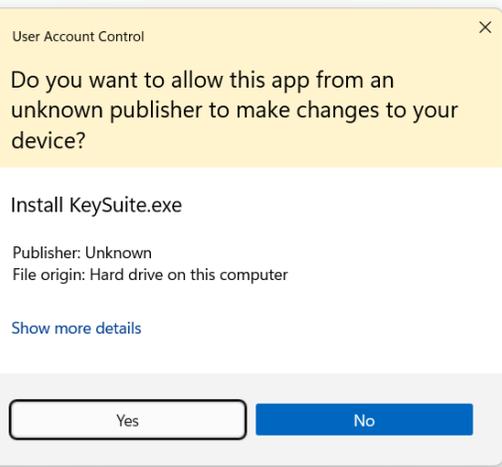
3. Locate the installer:
navigate to where you
extracted the installer files
and open the 'Install
KeySuite' folder

Step 3a: Installing KeySuite – Automatic Installation

In some cases your organisation's IT procedures may limit the use of the .exe auto-installer. In that case, follow the instructions in 3b (manual installation) instead.

1. **Close open applications:** close all open instances of Excel and PowerPoint
2. **Run the installer exe:** find the KeySuite installer among the extracted files ('Install KeySuite.exe') and double-click to run it

 240222 - KeySuite Excel Training Document_v03.xlsx	2024/03/18 14:52	Microsoft Excel W...	4 889 KB
 240222 - KeySuite PowerPoint Training Document_v07.pptx	2024/03/18 14:52	Microsoft PowerPo...	2 052 KB
<input type="checkbox"/>  Install KeySuite.exe	2024/03/18 14:52	Application	9 014 KB
 KeySuite 2024.04.xlam	2024/03/18 14:52	Microsoft Excel Ad...	1 306 KB
 KeySuite 202403.ppam	2024/03/18 14:52	Microsoft PowerPo...	1 104 KB



3. **Allow changes to your device:** if prompted, confirm to allow changes to your device

4. Run the Installation Wizard: follow the installation wizard's instructions, including accepting the license agreement and choosing the installation location



4

5. Complete the installation: wait for the installation process to finish. Click "Finish" or "Close" to complete the setup



5

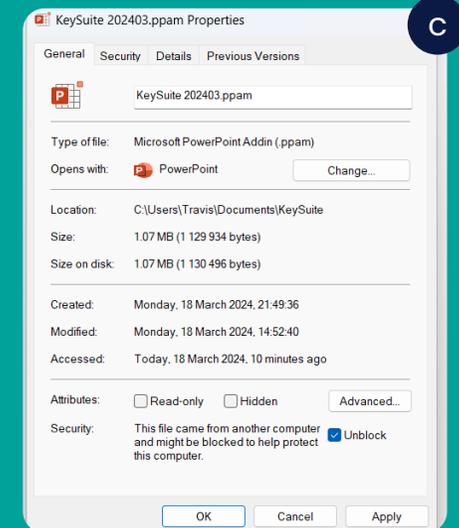
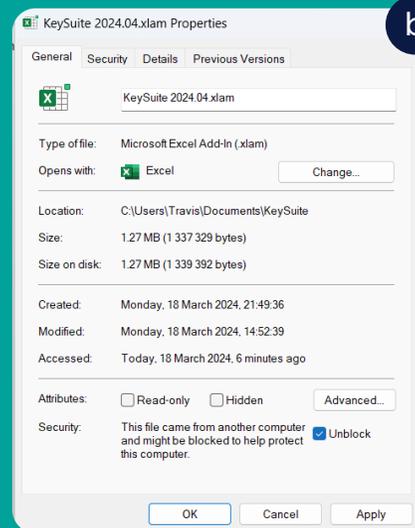
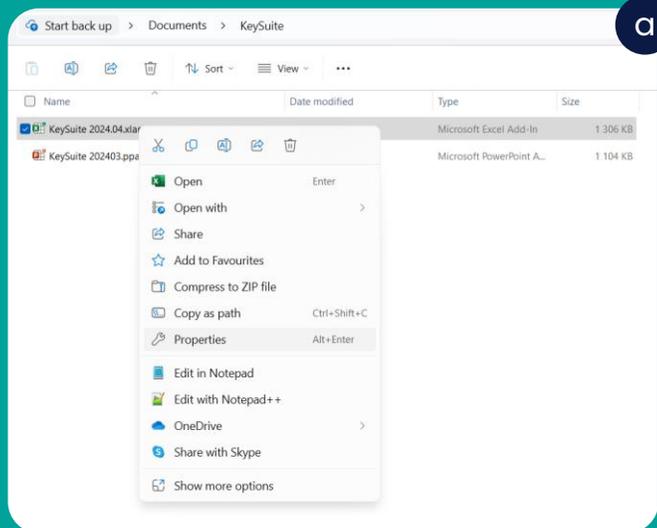
Step 3b: Installing KeySuite – Manual Installation

In some cases your organisation's IT procedures may limit the use of the .exe auto-installer. In that case, follow these instructions for installation. Before you get going, please ensure that you read and agree to the EULA.

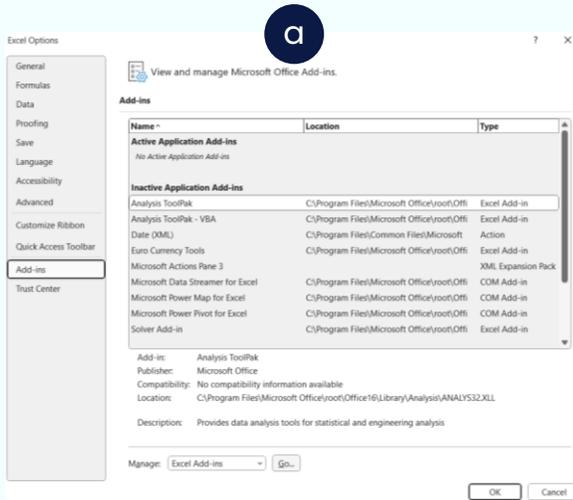
- Copy KeySuite files:** Navigate to the extracted KeySuite folder, then manually copy the KeySuite add-in files (KeySuite.xlam and KeySuite.ppam) to a desired location (e.g. 'Documents\KeySuite')

KeySuite 2024.04.xlam	2024/03/18 14:52	Microsoft Excel Ad...	1 306 KB
KeySuite 202403.ppam	2024/03/18 14:52	Microsoft PowerPo...	1 104 KB

- Unblock the KeySuite files:** once they're in the new location, (a) right-click the .xlam file and click properties. Then (b) tick the 'Unblock' tickbox in the security section at the bottom of the properties dialog box and click 'OK' to apply. (c) Repeat for the .ppam file

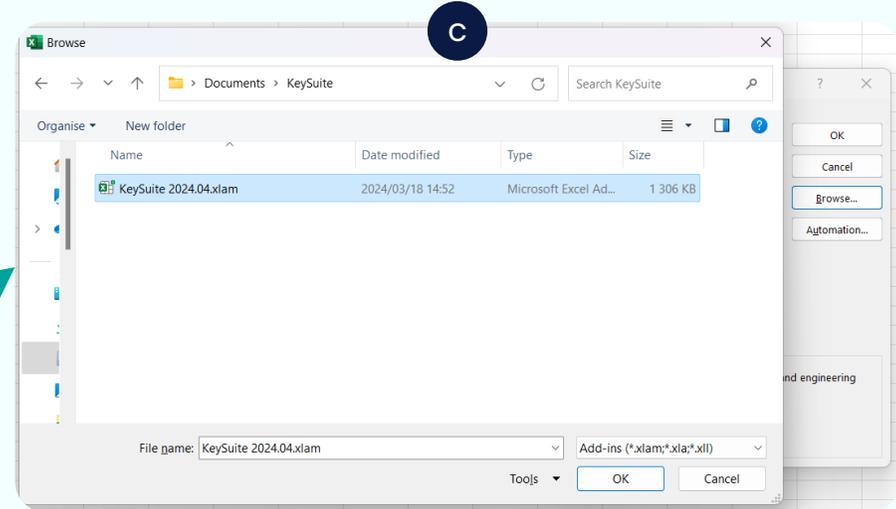


3. Set up the Excel installation:

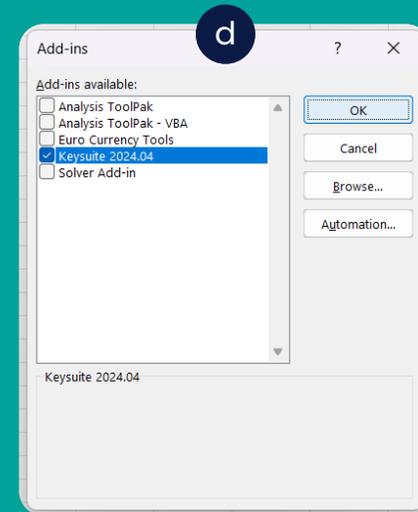


a. Open Excel and go to File > Options > Add-ins

b. At the bottom, in the 'Manage' box, select 'Excel Add-ins' in the drop-down and click 'Go...'

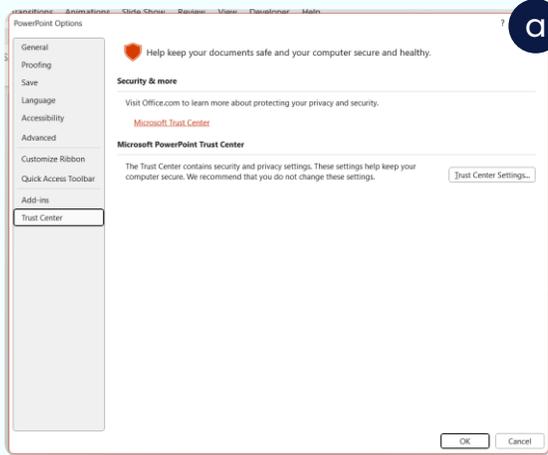


c. In the Add-ins box, click Browse, navigate to the KeySuite.xlam file you've saved, select it, and click 'OK'



Ensure it's checked in the list and press 'OK' again

4. Allow additional PowerPoint access:

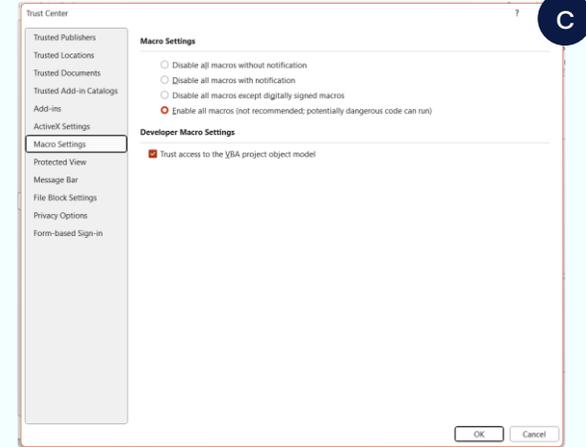


a. Go to File > Options > Trust Center

b. Click on Trust Center Settings

c. In the 'Macro Settings' section, choose "Enable all macros" and check "Trust access to the VBA project object model"

d. Click 'OK'

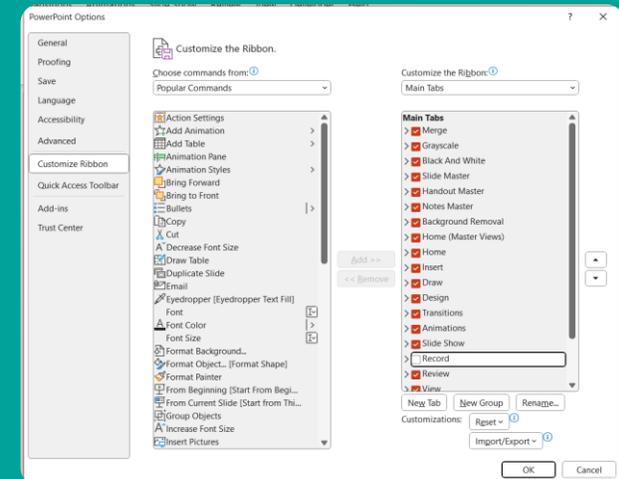


5. Adjust the PowerPoint ribbon:

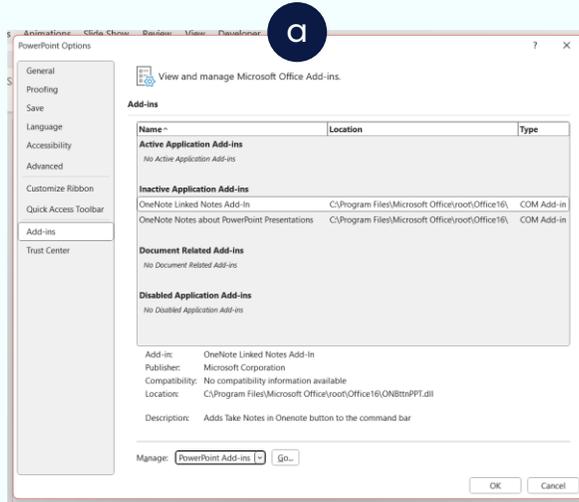
a. Go to File > Options > Customize Ribbon

b. Uncheck the 'Record' tab option on the RHS

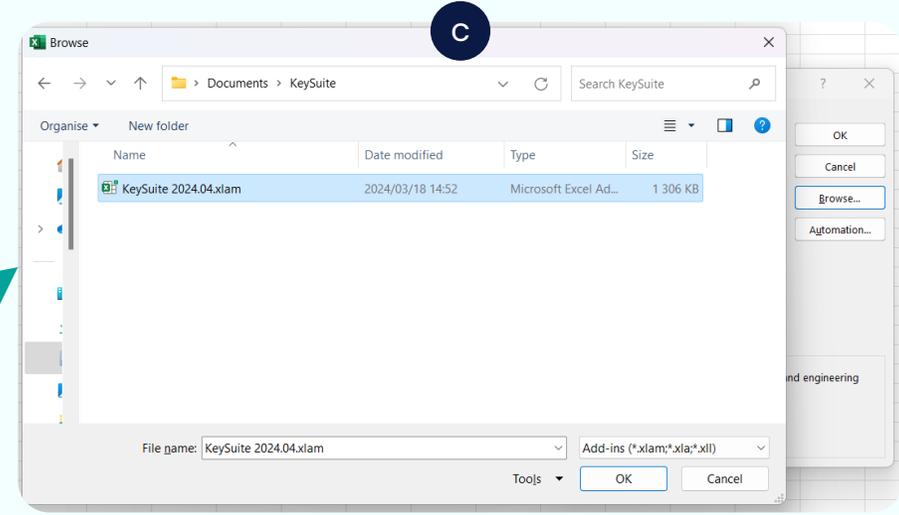
c. Click 'OK' to apply



6. Set up the PowerPoint installation:

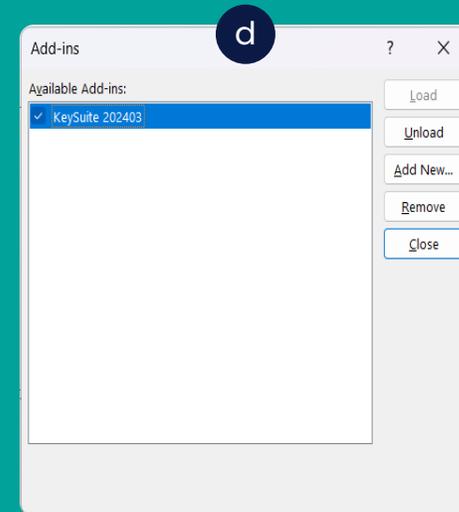


a. Open PowerPoint and go to File > Options > Add-ins



c. In the Add-ins box, click Add New, navigate to the KeySuite.ppsm file you've saved, select it, and click 'OK'

b. In the 'Manage' drop-down at the bottom, select 'PowerPoint Add-ins' and click 'Go...'



Ensure it's checked in the list and press OK again

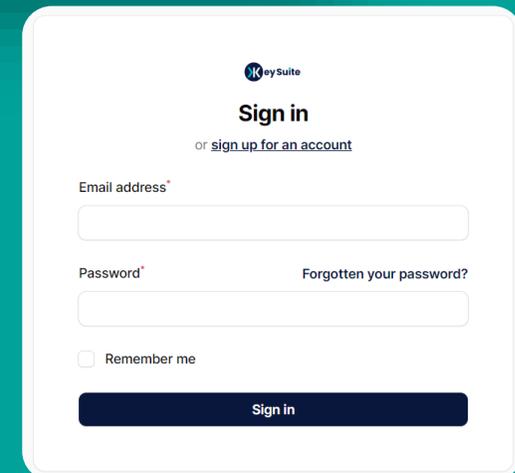


Step 4: Obtaining your login credentials

Note: if you are on a company account, it is best to reach out directly to your system administrator for your details. Your username is the email address associated with your account and the passkey is obtainable from your administrator, or through your account as outlined below.



1. Visit the KeySuite website: go to thekeysuite.com
2. Access the account signin: click on "Sign Up / Login" to initiate the login process
3. Log into or create your account: follow the process to log into or create an account



Key Suite

Sign in
or [sign up for an account](#)

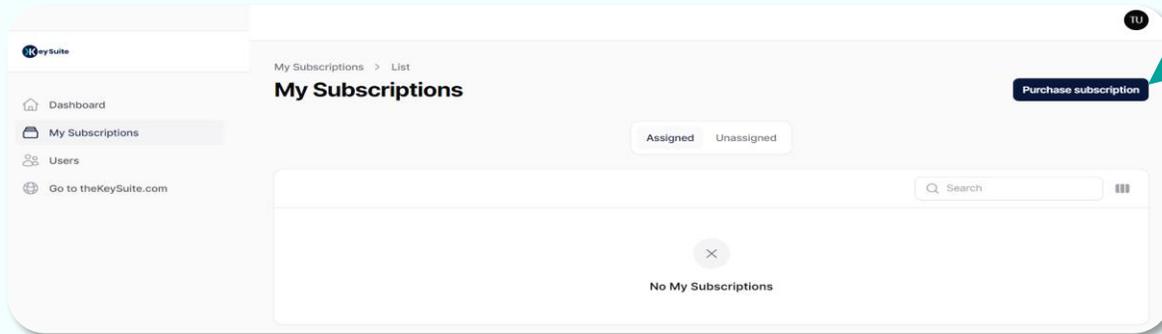
Email address*

Password* [Forgotten your password?](#)

Remember me

Sign in

4. Access and/or purchase your subscriptions: click on the 'My Subscriptions' menu to access your subscriptions



Purchasing a subscription

- If there is no subscription allocated to your account (check both the 'Assigned' and 'Unassigned' tabs), you will need to purchase one; every purchase has a 2-week free trial
- Click on 'Purchase Subscription' and follow the prompts to purchase your trial – don't forget to put in your postal code when you're submitting payment details!
- Once you've purchased a subscription you'll be redirected to the 'My Subscriptions' page – make sure that you assign a user (likely yourself) to your purchased subscription now
- Repeat this process if you'd like to get another test license (e.g. one for PowerPoint and one for Excel)

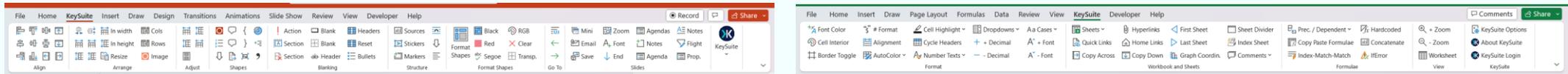
5. Copy your login details: once you've got an assigned subscription, copy your pass key from your account to use to log into the add-in in Excel or PowerPoint

Admin	User	Email	Company	Role	Pass key	Product	Variant
<input type="checkbox"/>	KeySuite Info	KeySuite Info	info@thekeysuite.com		mWIG1JobEF	Excel Subscription	Annual
<input type="checkbox"/>	KeySuite Info	KeySuite Info	info@thekeysuite.com		T5FghHKJsQ	PowerPoint Subscription	Annual

Make sure that you copy the pass key for the right product (Excel or PowerPoint)

Step 5: Launching your add-ins

1. Open Excel or PowerPoint: after installation, KeySuite can be found in the ribbon for Excel and PowerPoint



2. Open up the 'KeySuite Login': click the KeySuite Login option on the far right of the ribbon to open up the login box



3. Log in with your credentials: use your email address and the passkey that you've copied from your KeySuite account to log into the add-in. Ensure that you have the details for the correct product

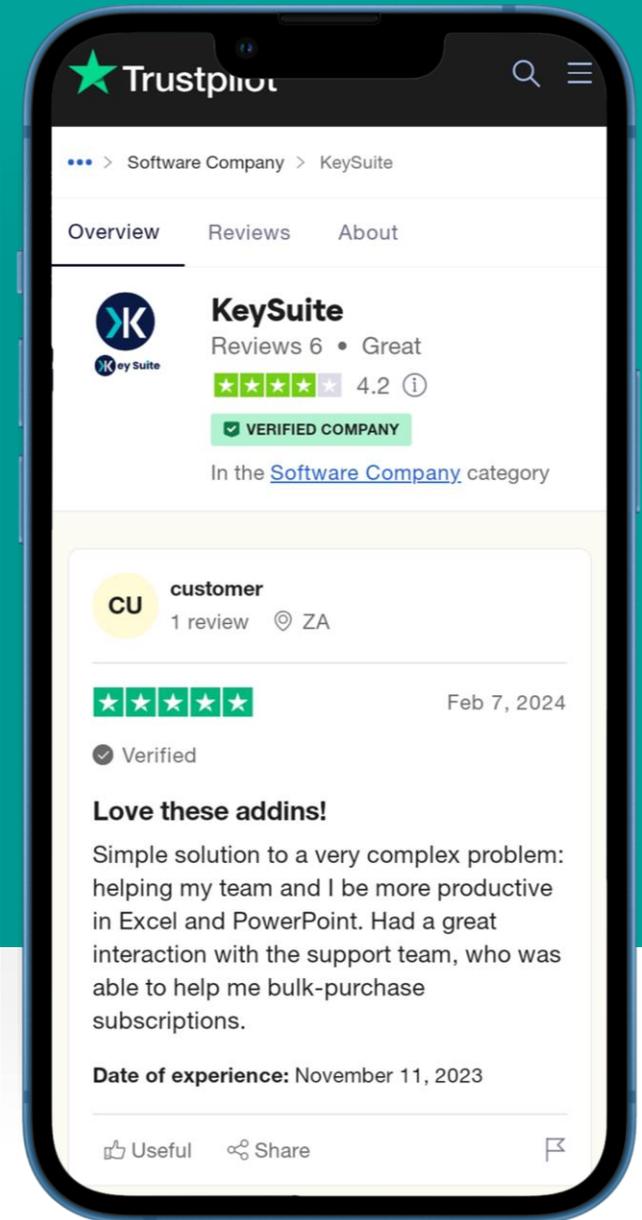


4. Enjoy your add-ins! You can view a brief tutorial on each add-in in the downloaded zip file, and can manage your subscription on your KeySuite dashboard. Enjoy your newfound productivity!



"I've significantly reduced time spent on repetitive actions, thanks to their clever keyboard shortcuts. It's an essential tool for anyone looking to boost productivity."

– Ex-BCG PL



Troubleshooting & Support

For any installation issues, step through the documentation above, or contact us on info@thekeysuite.com. Ensure that your system meets the specified requirements and that you have an active internet connection during installation and activation.



Thank You!

If you have any questions, please reach
out to KeySuite at

info@thekeysuite.com