How To Enable Macros in Excel

Excel 2013

1 – Click on File in the top left hand corner



2 - Click on options



3 – Click on Trust Center.

E	xcel Options	
	General	
	Formulas	
	Proofing	
	Save	
	Language	
	Advanced	
	Customize Ribbon	
	Quick Access Toolbar	
	Add-Ins	
-	Trust Center	

4 – Click on Trust Center Settings

General	Help keep your documents safe and your computer secure and healthy.
Formulas	
Proofing	Protecting your privacy
Save	Microsoft cares about your privacy. For more information about how Microsoft Excel helps to protect your privacy,
Language	please see the privacy statements.
Advanced	Show the Microsoft Excel privacy statement
Customize Ribbon	Security & more
Quick Access Toolbar	Visit Office.com to learn more about protecting your privacy and security.
Add-Ins	Microsoft Trustworthy Computing
Trust Center	Microsoft Excel Trust Center
	The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

5 – Select Macro Settings on the left and select the option "Disable all Macros with notification

Trusted Publishers	Macro Settings
Trusted Locations	Disable all macros without notification
Trusted Documents	 Disable all macros with notification
Trusted App Catalogs	Disable all macros except digitally signed macros
Add-ins	Enable all macros (not recommended; potentially dangerous code can run)
ActiveX Settings	Developer Macro Settings
Macro Settings	Trust access to the VBA project object model
Protected View	
Message Bar	
External Content	
File Block Settings	
Privacy Options	

5 – Click "OK", then close the spreadsheet,

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5 – Re-open the spreadsheet, Click "Options..."

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6 – Select 'Enable the content' and click OK.

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Warnin trustw conten	g: It is not possible to determine orthy source. You should leave thi t provides critical functionality an	that this content came from a is content disabled unless the id you trust its source.
More inf	ormation	
File Path	: L:\view Project\Master Pack\Bene	efits Calculator \001 - Calculator V3.12.xls
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Open the Tru	st Center	OK Cancel

You should now have access to the calculator.

Excel 2007, 2010:

1 – Click on the windows icon in the top left hand corner

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- 2 Click on Excel Options
- 3 Click Trust Centre on the left, then click Trust Centre Setting button.



4 - select Macro Settings on the left and the option "Disable all Macros with notification"



5 - Click "OK"6 - close the spreadsheet

7 – Re-open the spreadsheet

8 - Click "Options ... "



9 - Click "Enable this content"

Microsoft Office Security Options
Security Alert - Macros & ActiveX
Macros & ActiveX Macros and one or more ActiveX controls have been disabled. This active content might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.
Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.
<u>More information</u> File Path: L:\view Project\Master Pack\Benefits Calculator\001 - Calculator V3.12.xls
Help protect me from unknown content (recommended) Enable this content
Open the Trust Center OK Cancel

10 – Click "OK"

Excel 2000, 2003, XP :

- 1 In Excel, click on the menu "Tools
- 2 click on 'Macro"
- 3 click on "Security"
- 4 choose the "Medium" option
- 5 save the setting "OK"
- 6 close the spreadsheet
- 7 whenever you re-open the spreadsheet, it will ask if you want to enable Macros