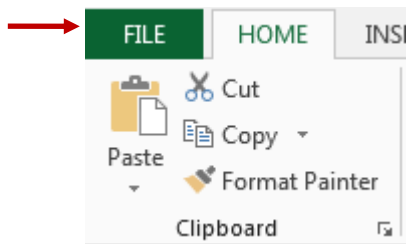


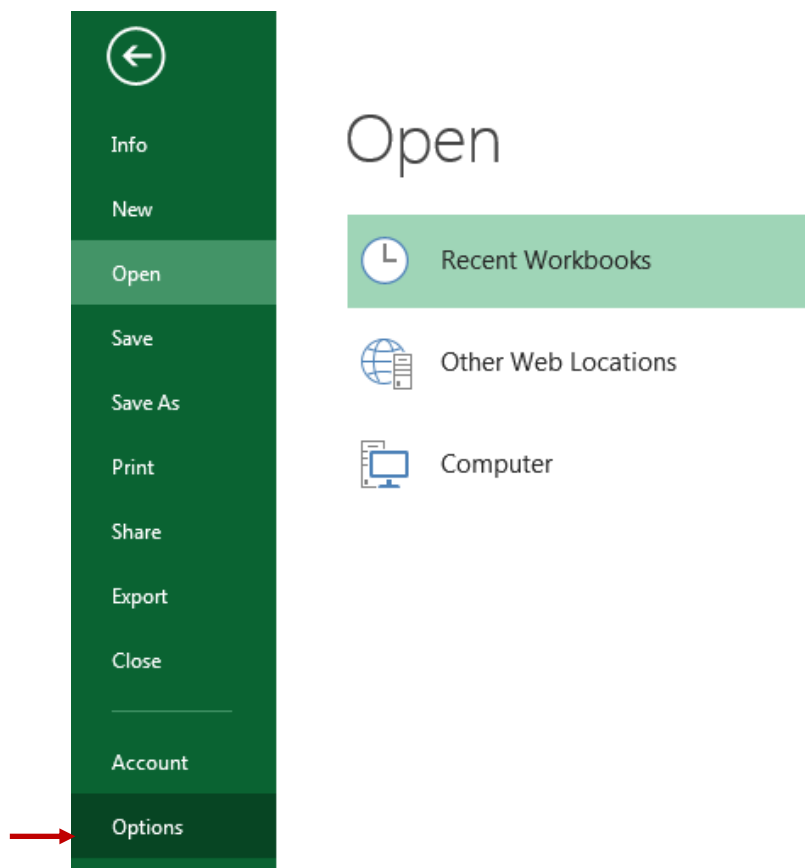
# How To Enable Macros in Excel

## Excel 2013

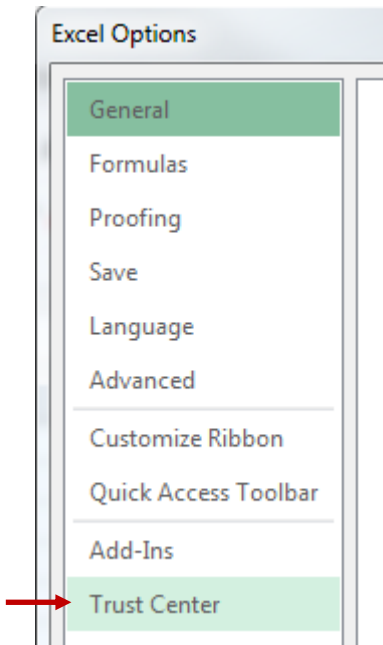
1 – Click on File in the top left hand corner



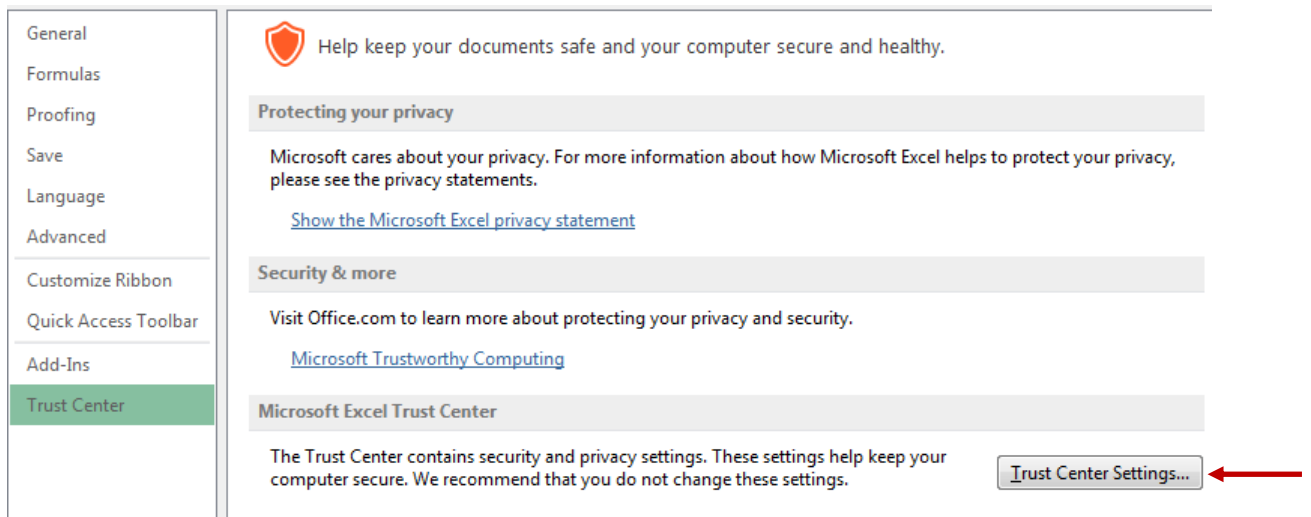
2 – Click on options



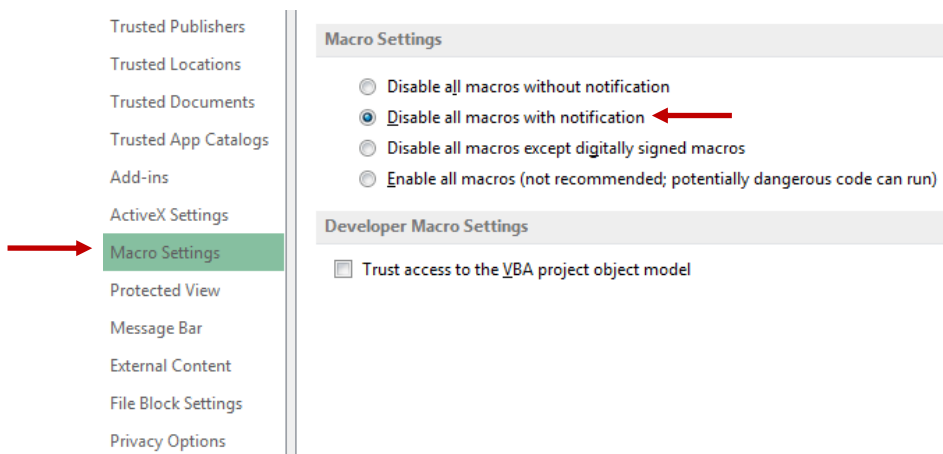
3 – Click on Trust Center.



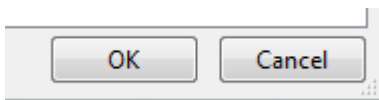
4 – Click on Trust Center Settings



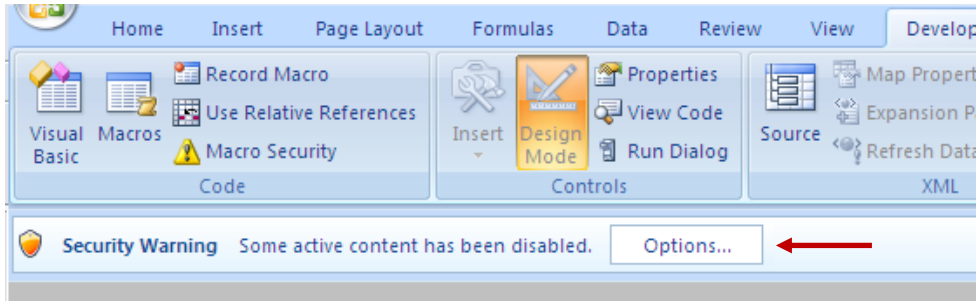
5 – Select Macro Settings on the left and select the option “Disable all Macros with notification”



5 – Click “OK”, then **close the spreadsheet**,



5 – Re-open the spreadsheet, Click “Options...”



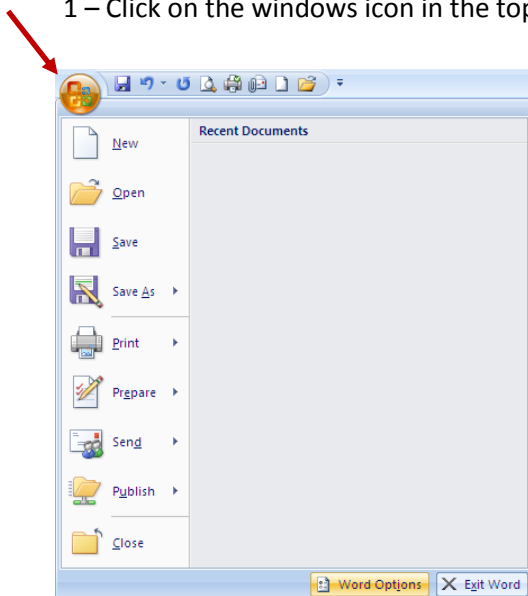
6 – Select ‘Enable the content’ and click OK.



You should now have access to the calculator.

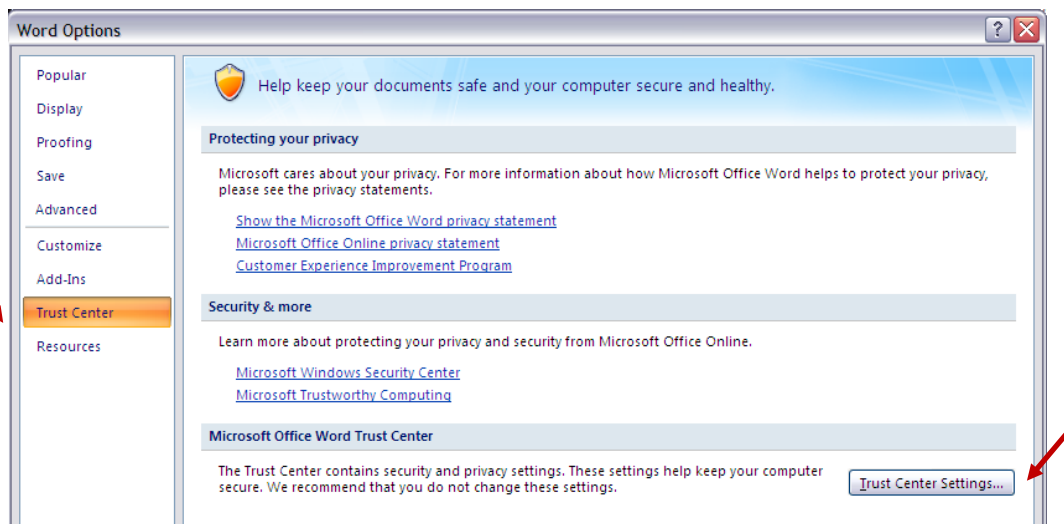
## Excel 2007, 2010:

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

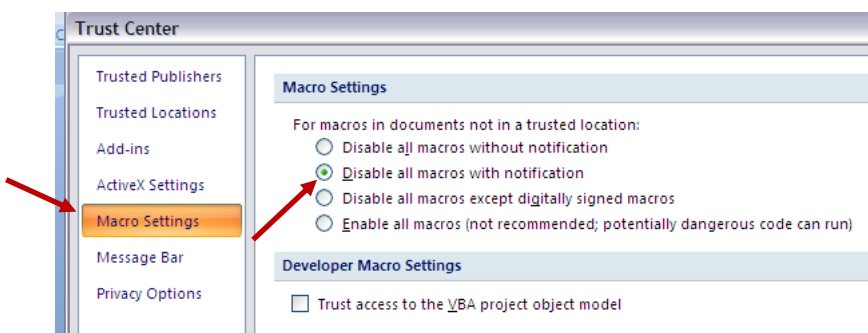


2 – Click on Excel Options

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”

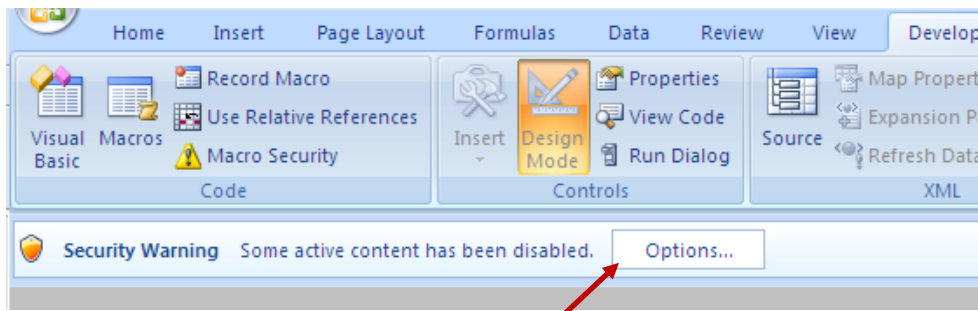


5 – Click “OK”

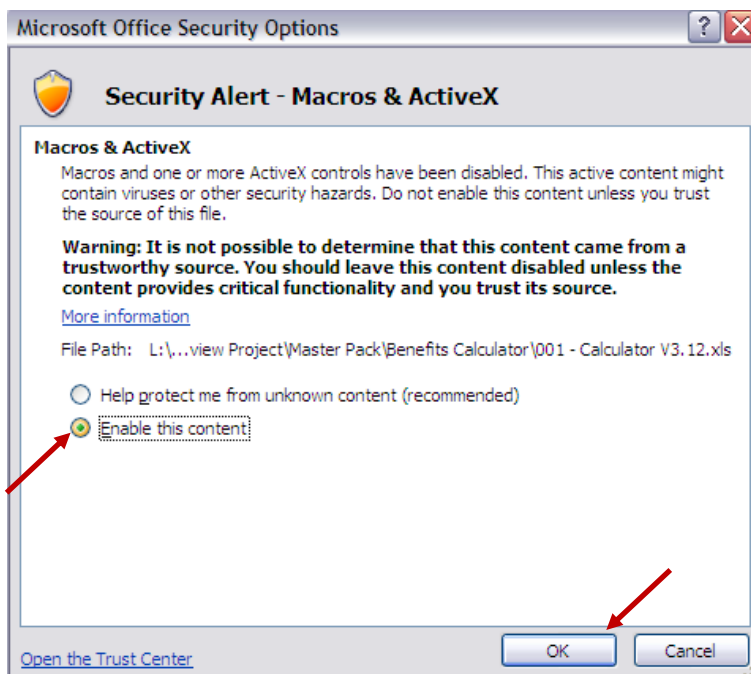
6 – close the spreadsheet

7 – Re-open the spreadsheet

8 – Click “Options...”



9 – Click “Enable this content”



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