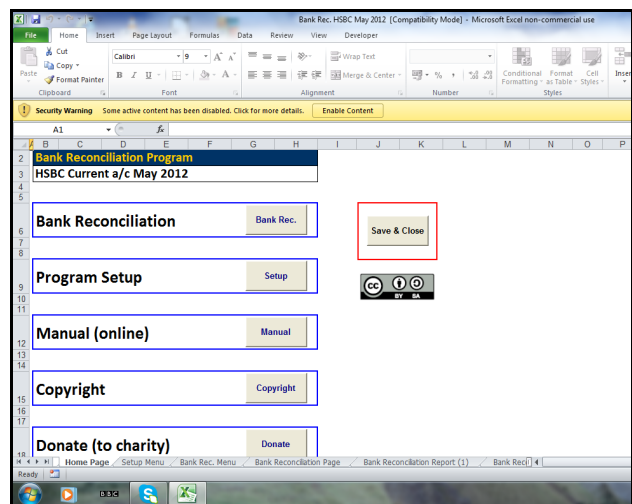
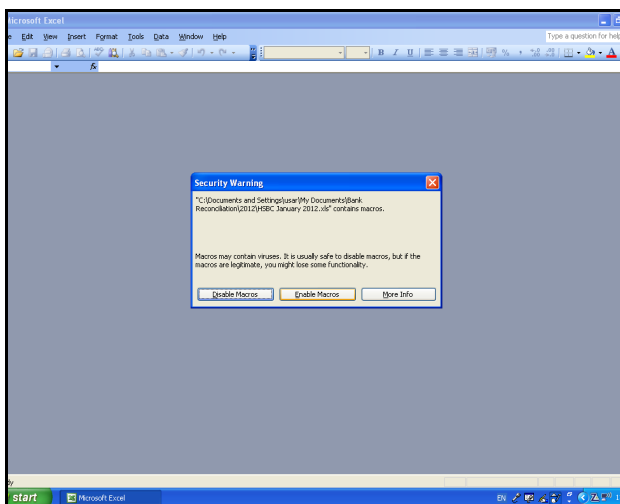

Excel

How to enable macros

Excel 2000–2003, Excel 2007 & Excel 2010–2013

This resource also explains how to change the security settings for macros & ActiveX controls



Copyright

Excel How To Enable Macros
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Author y Feedback

Author: Rupert Parsons

If you would like to make any comments or suggestions about this guide please write to me at:

rupertparsons@users.sourceforge.net

or leave a comment on Scribd / Sourceforge.

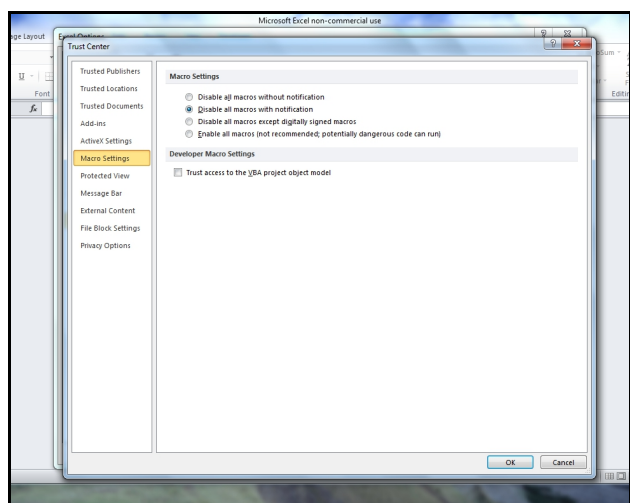
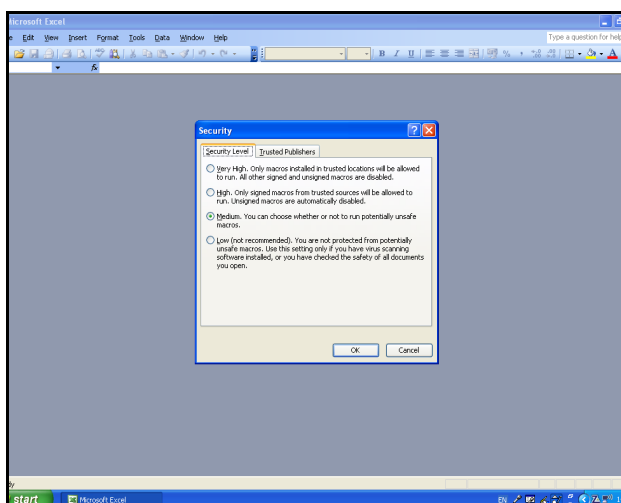


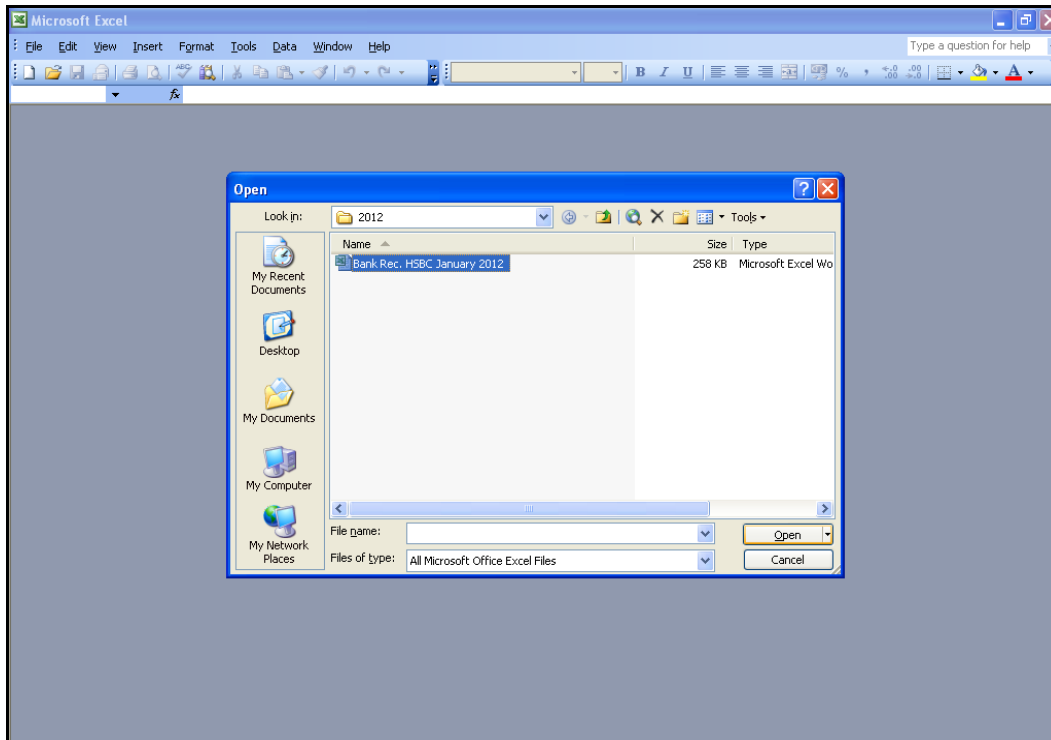
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Excel 2000-2003

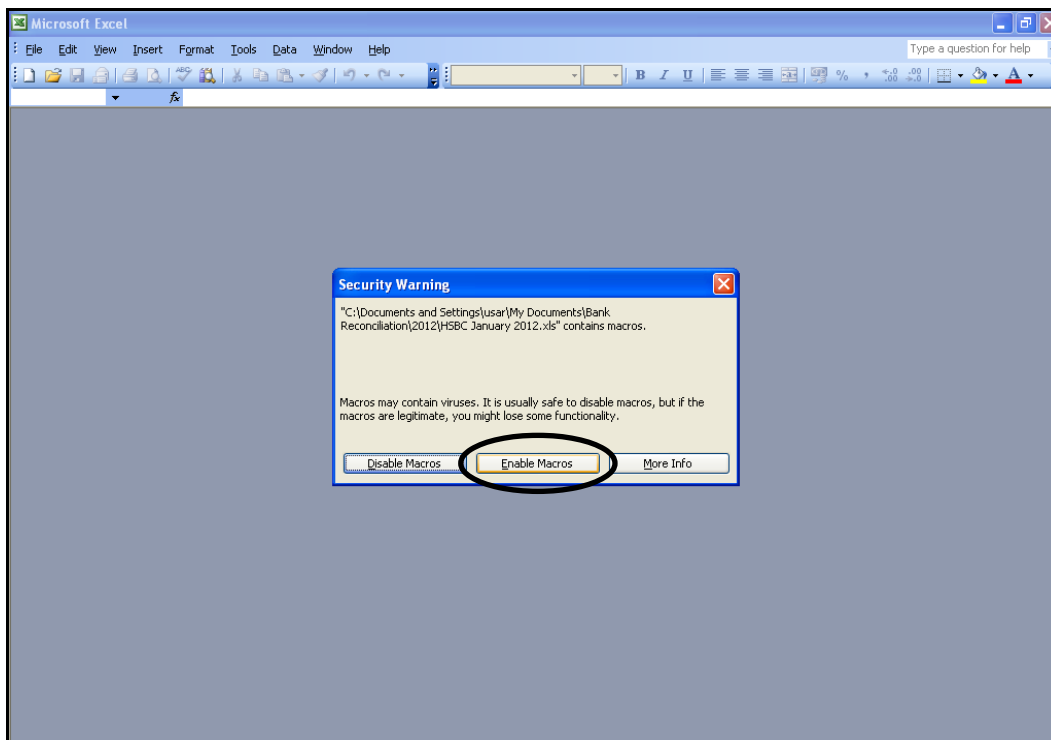
How to enable macros

Open the spreadsheet (with macros):



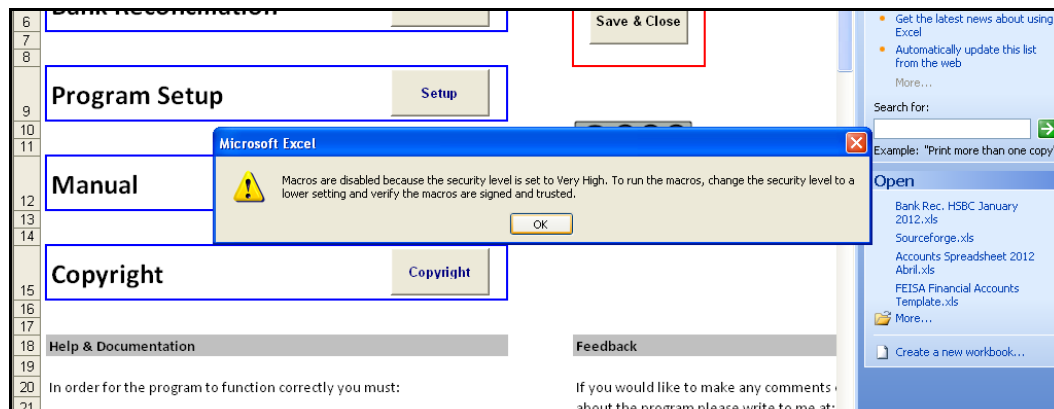
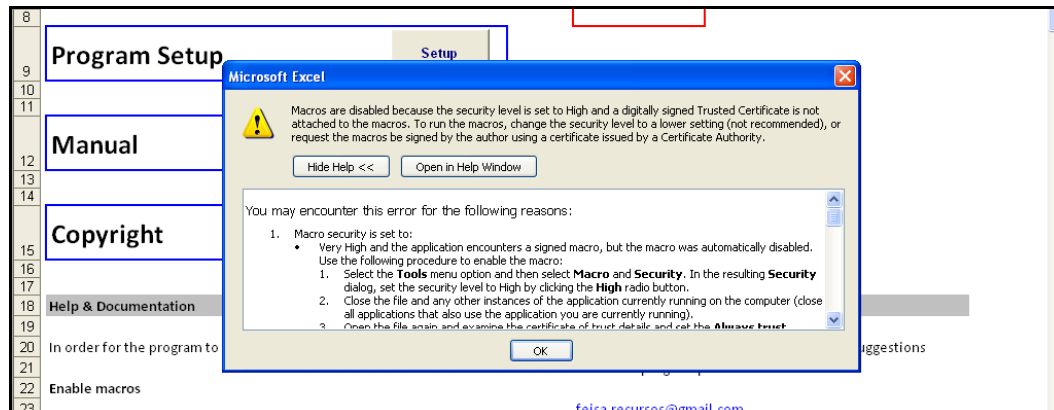
If a dialogue box **Security Warning** appears:

Click **Enable Macros**



If an error message appears

If one of the error messages below appears, the macros & any command buttons on the spreadsheet will not work because the macro security level selected is too high:



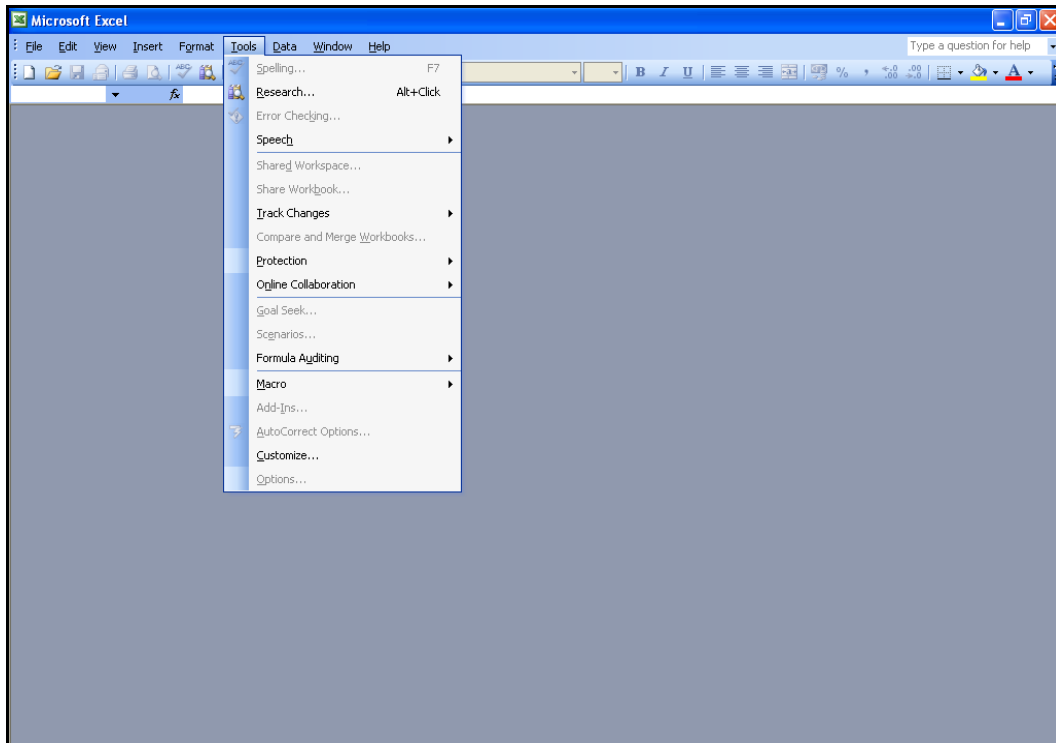
To select the correct security level in order for the macros and command buttons to function:

Close the spreadsheet.

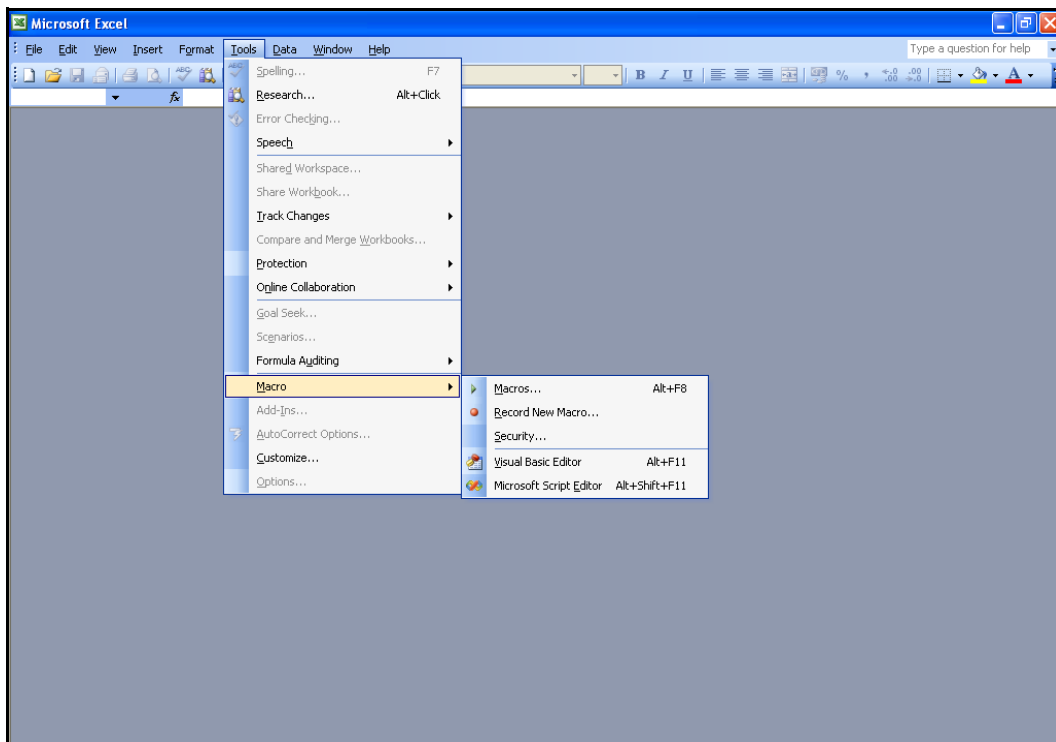
Follow the instructions on the next page: **“How to change the macro security level”**.

How to change the macro security level

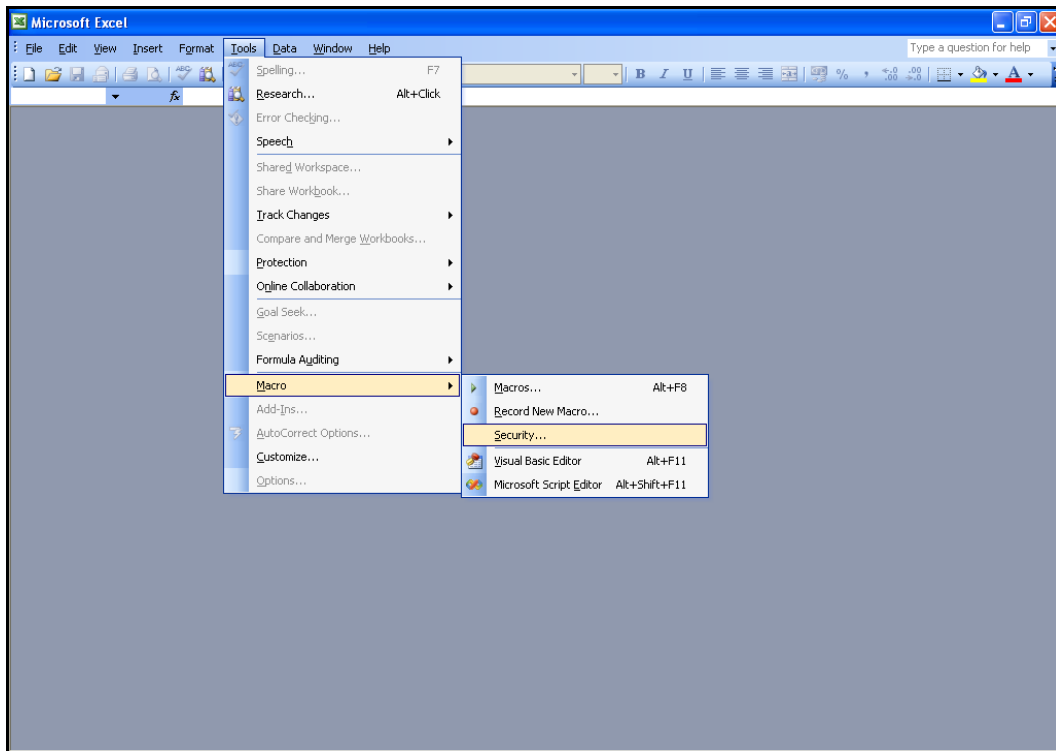
Go to the **Tools Menu**:



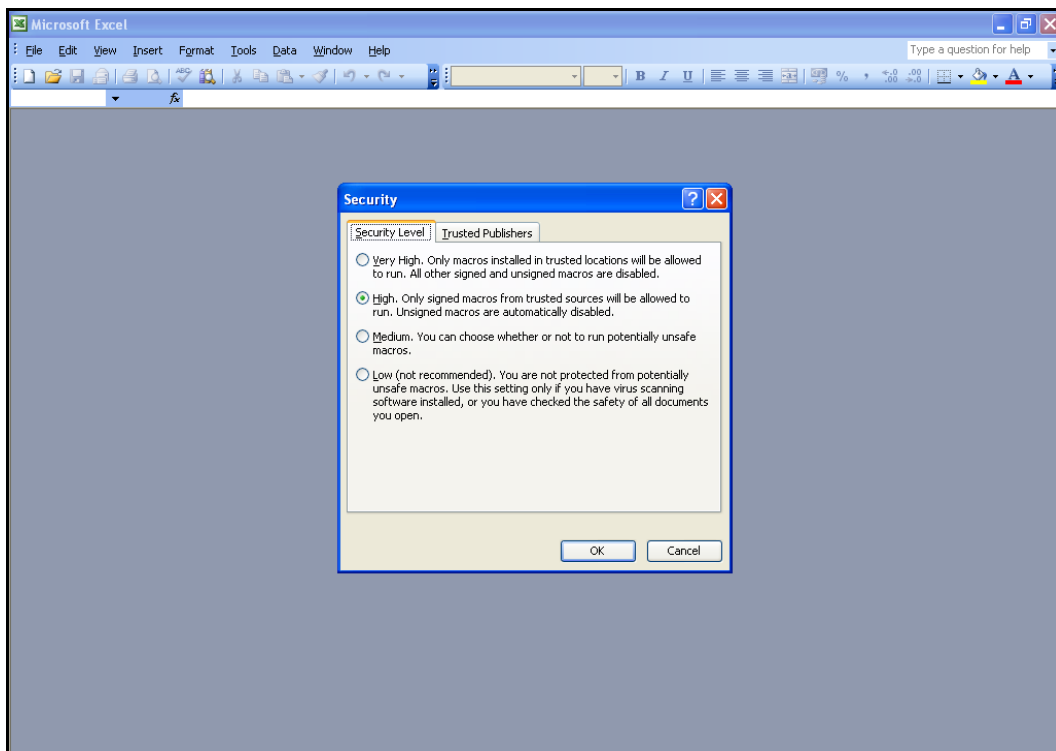
Select **Macro**



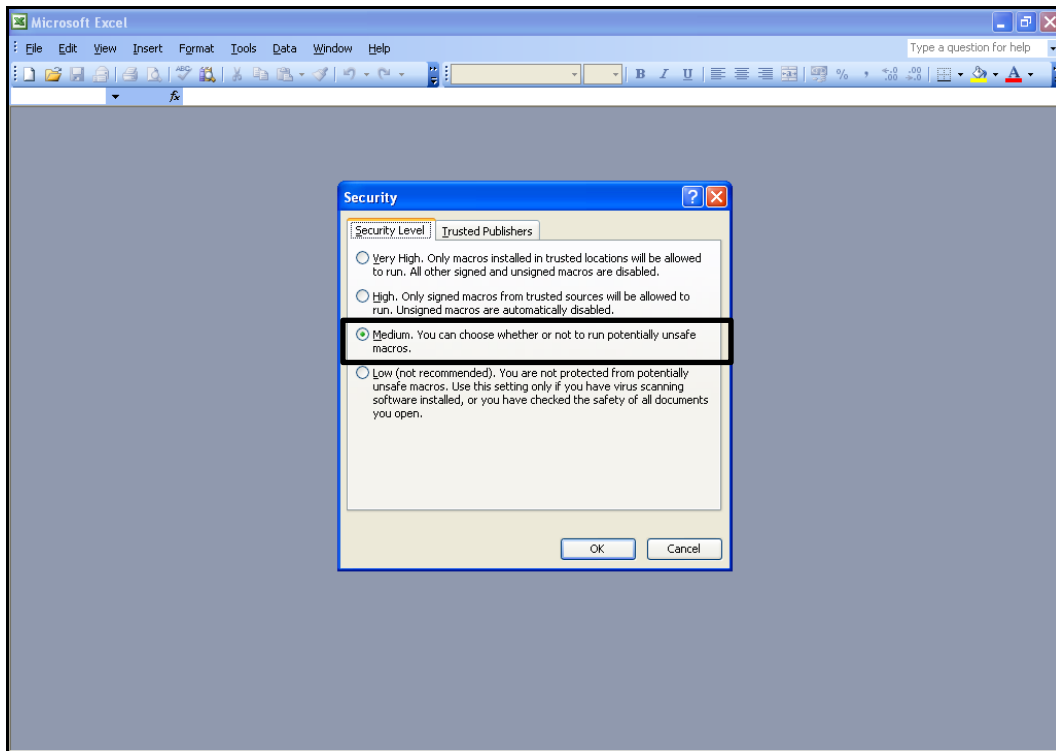
Select Security...



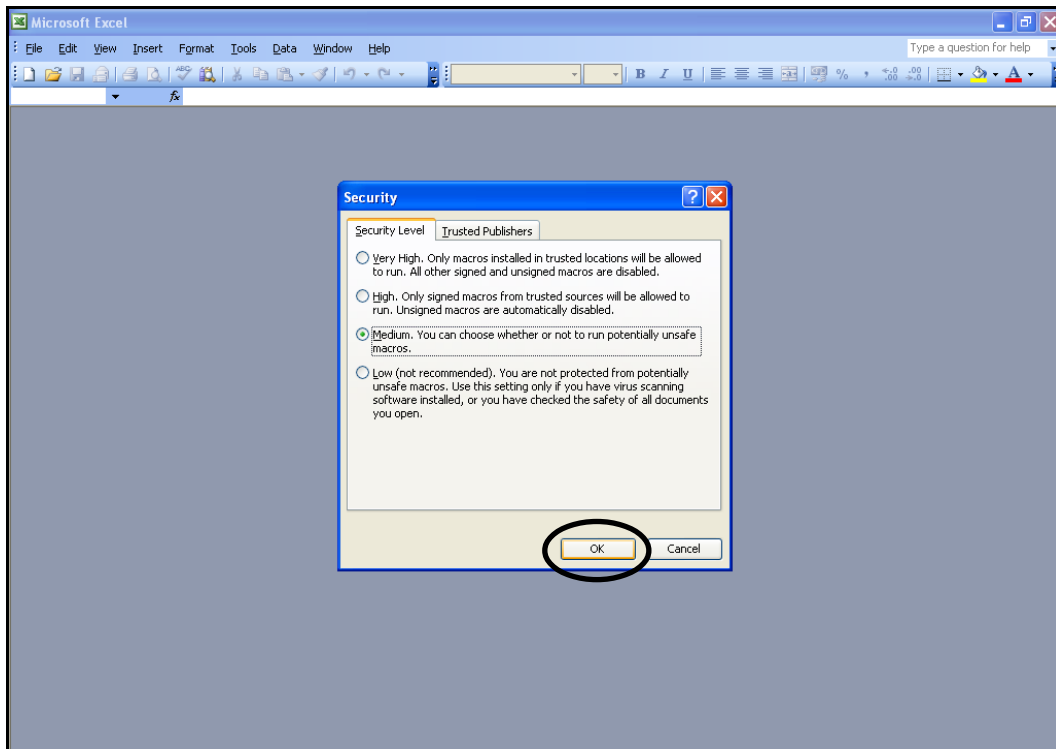
The dialogue box **Security** appears:



Select Medium



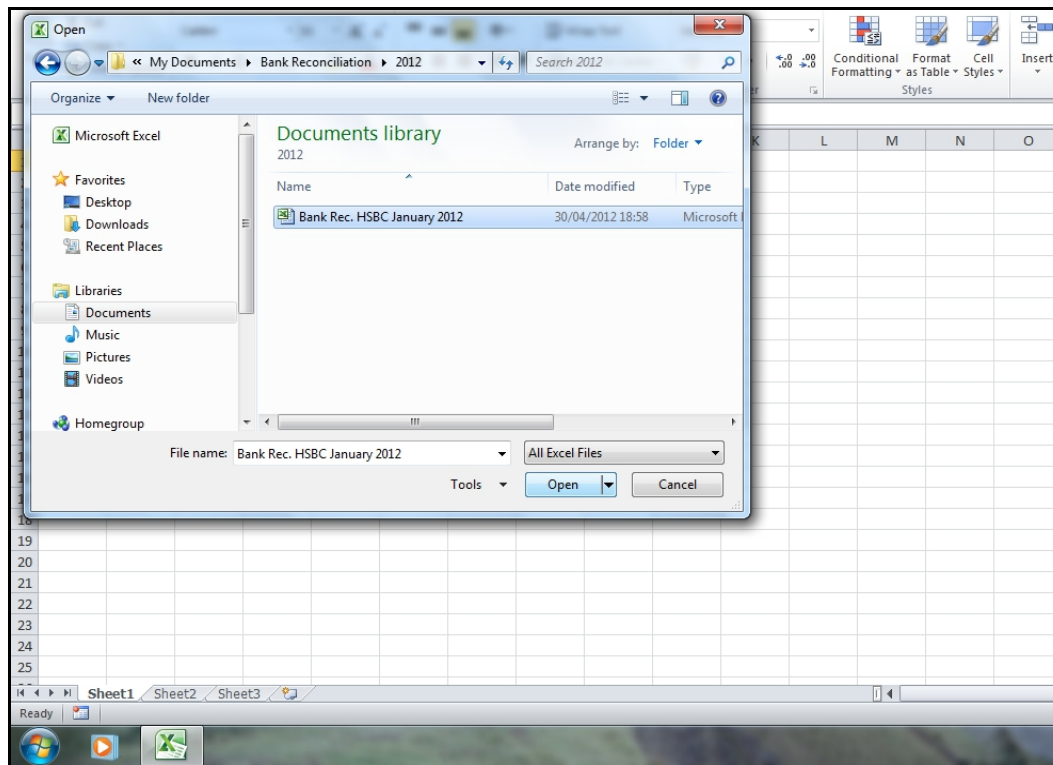
Click OK



Excel 2007

How to enable macros

Open the spreadsheet (with macros):



A message bar will probably appear just below the ribbon interface...

with one of the following messages:

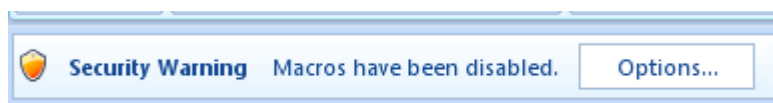
Security Warning Some active content has been disabled

OR:

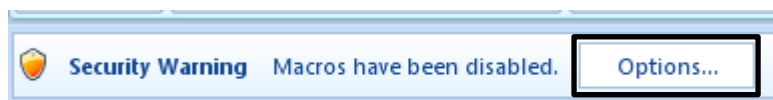
Security Warning Macros have been disabled

OR:

Security Warning ActiveX controls have been disabled



Click **Options...**



A dialogue box **Security Alert** appears
Select **Enable this content**



Click **OK** (to close dialogue box)

If the macros / command buttons do not work after following the above instructions:

The macros & any command buttons on the spreadsheet will not work because the security levels selected for macros and ActiveX controls are too high.

(note that a command button is an ActiveX control).

To select the correct security levels in order for the macros and command buttons to function:

Close the spreadsheet.

Follow the instructions on the next page:

“How to change the security settings for macros & ActiveX controls”

How to change the security settings for macros & ActiveX controls

In order for the macros and command buttons to function correctly, the following security settings for macros and ActiveX controls should be selected:

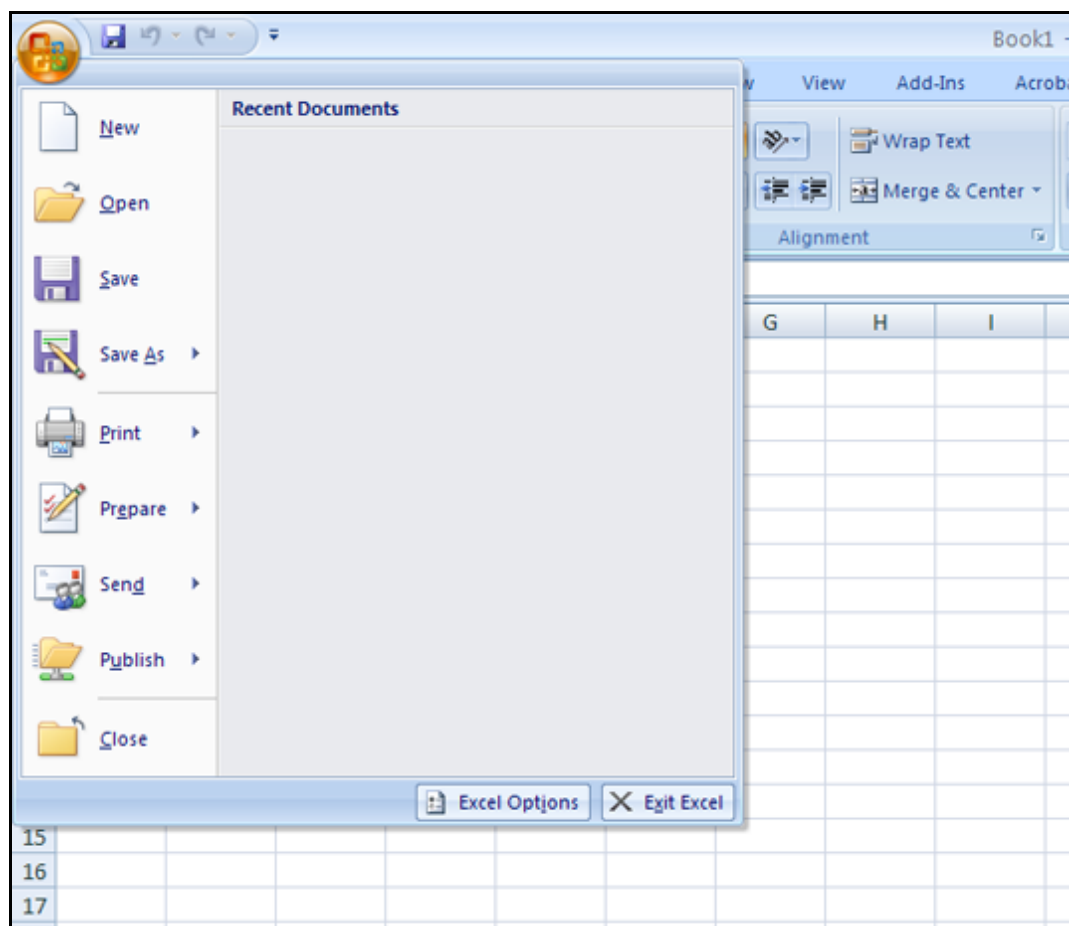
For Macros: **Disable all macros with notification**

For ActiveX: **Prompt me before enabling all controls with minimal restrictions**

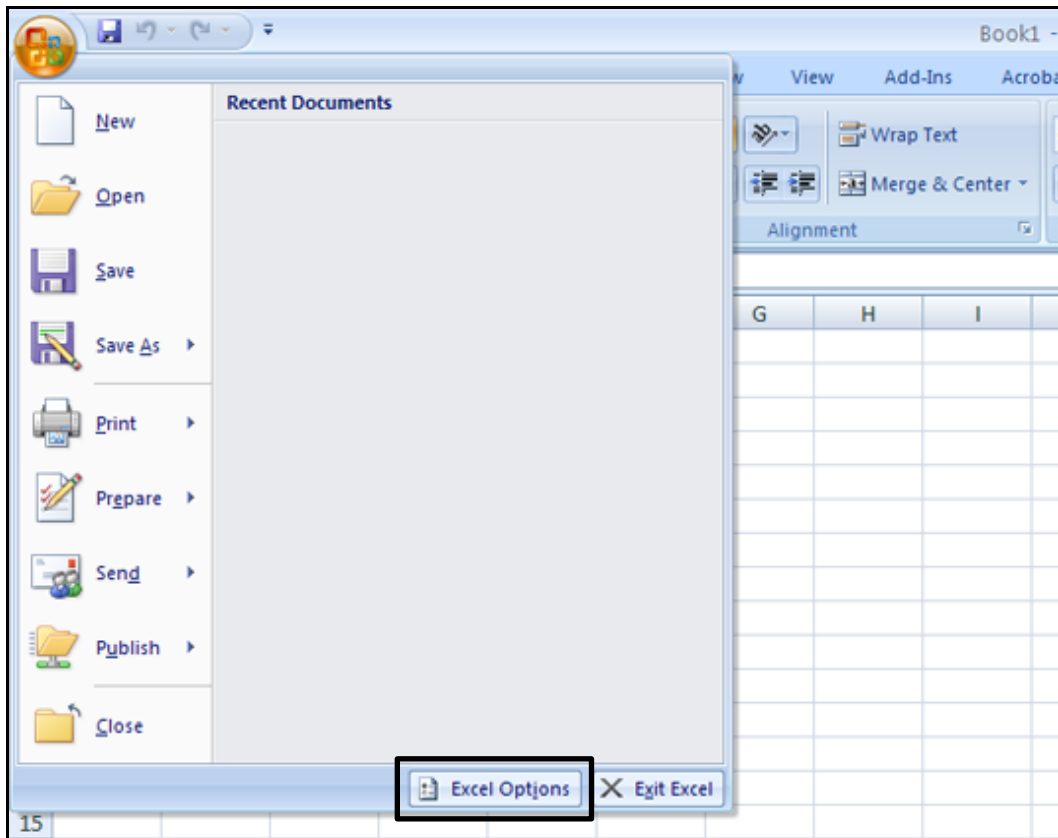
To access & change the security settings for macros & ActiveX controls you have to go to the **Trust Center** in Excel:

The Trust Center

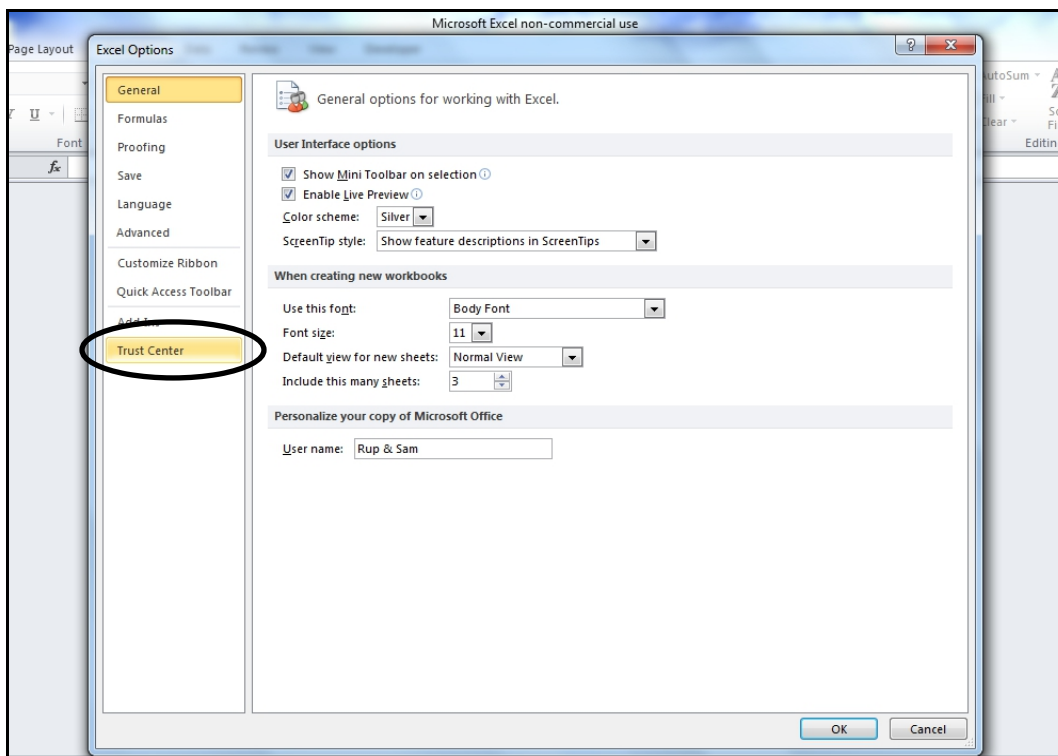
Click the **Microsoft Office button**



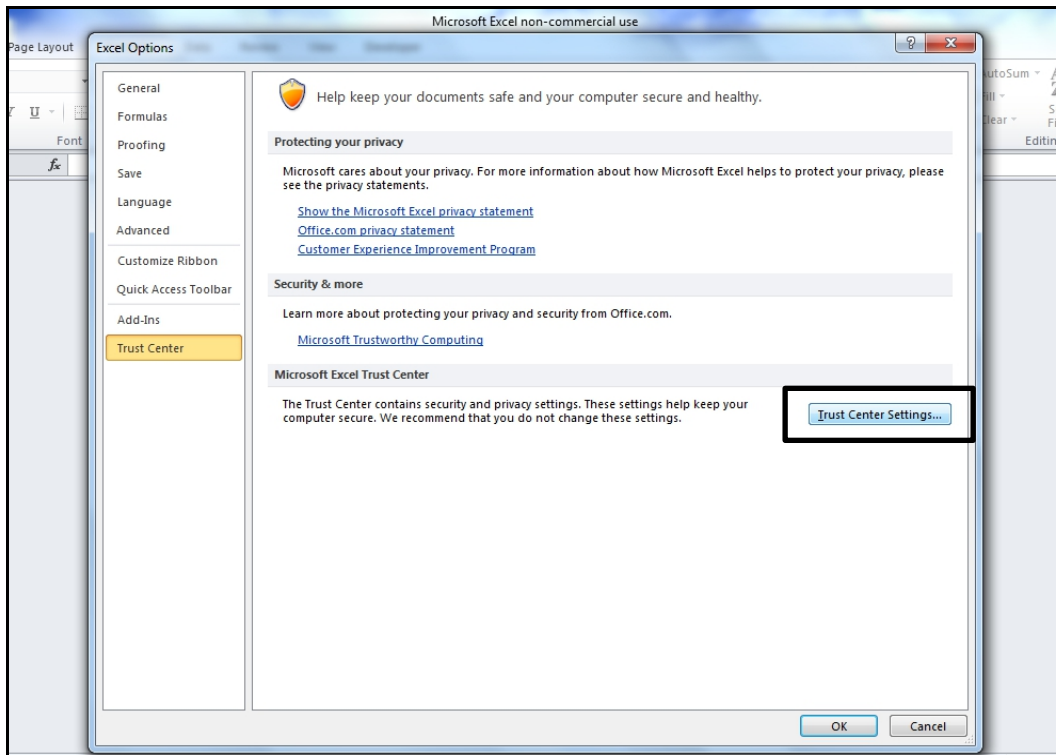
Select Excel Options



Select Trust Center

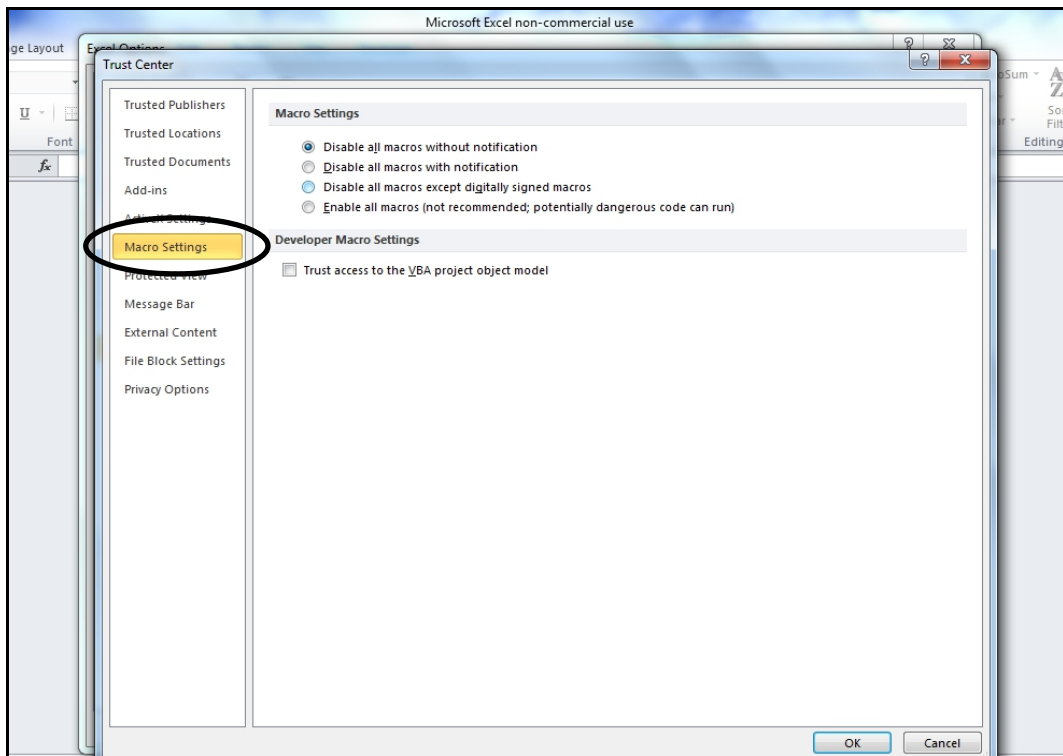


Click **Trust Center Settings...** (to open the trust center):



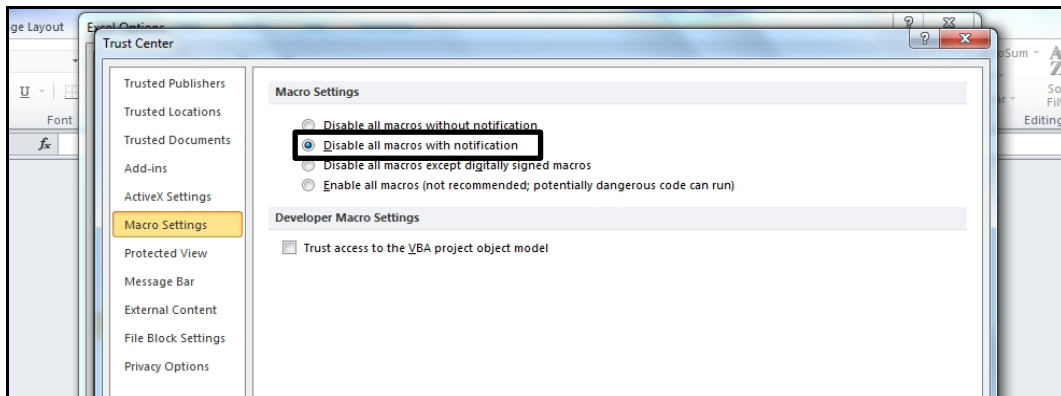
To change the macro security settings in the Trust Center

Select **Macro Settings**



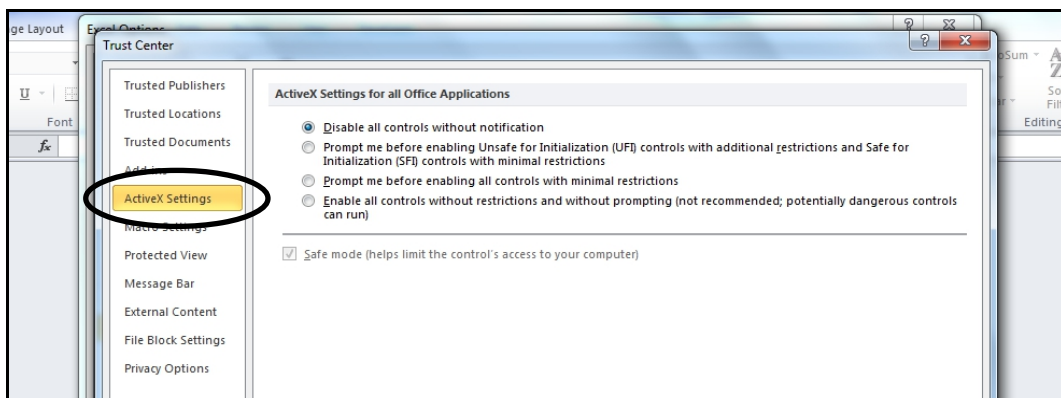
Select **Disable all macros with notification**

(under the options for “Macro Settings”)



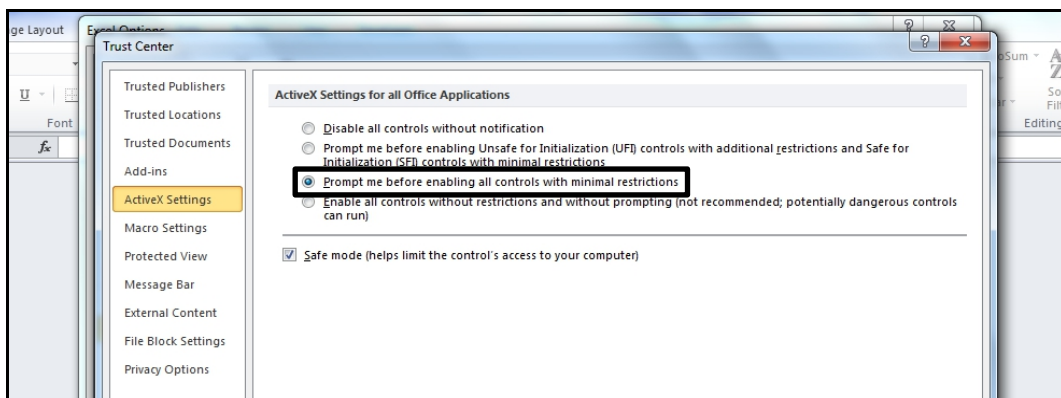
To change the ActiveX security settings in the Trust Center

Select **ActiveX Settings**

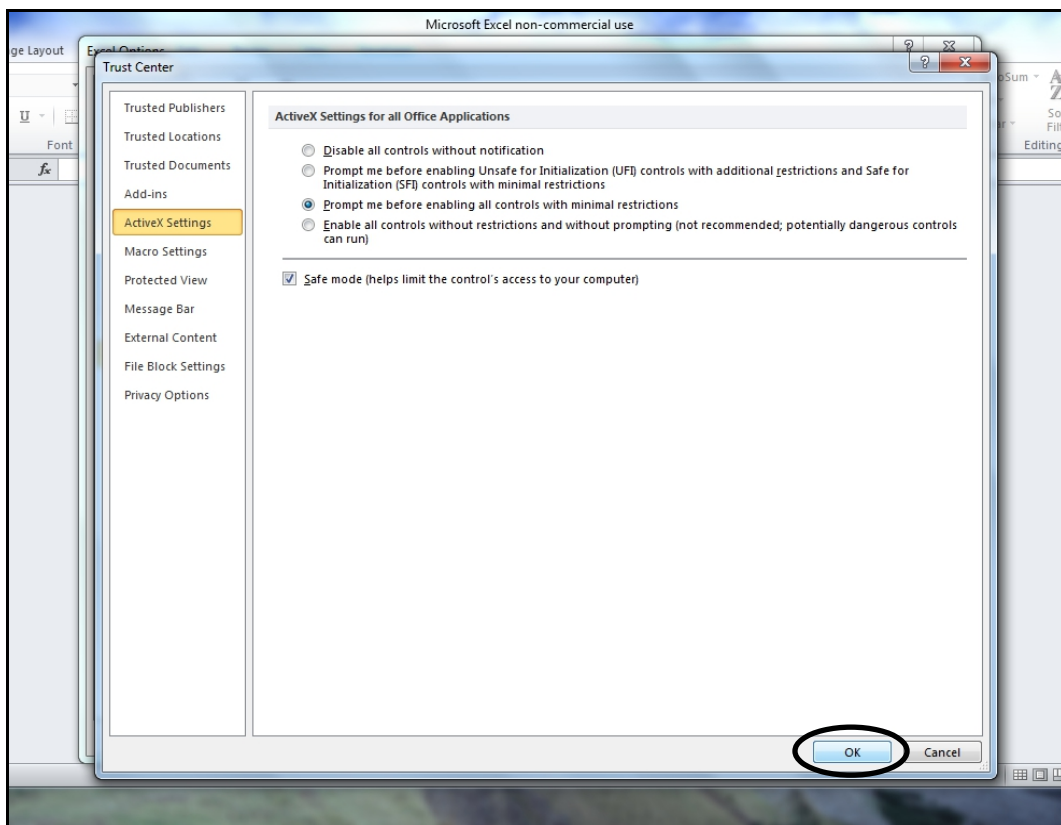


Select **Prompt me before enabling all controls with minimal restrictions**

(under the options for “ActiveX Settings for all Office Applications”)



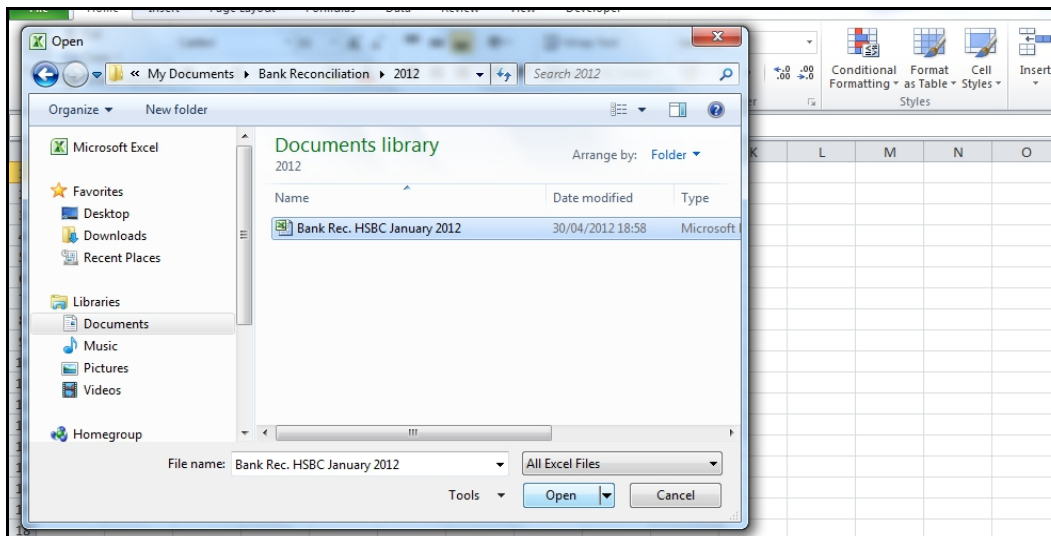
Click **OK** (to close the trust center):



Excel 2010-2013

How to enable macros

Open the spreadsheet (with macros):



If a message bar appears just below the ribbon interface with the following message:

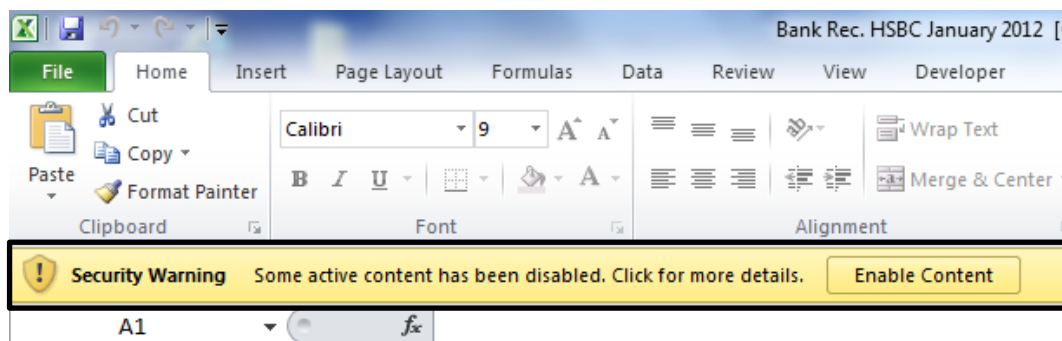
Security Warning Some active content has been disabled

OR:

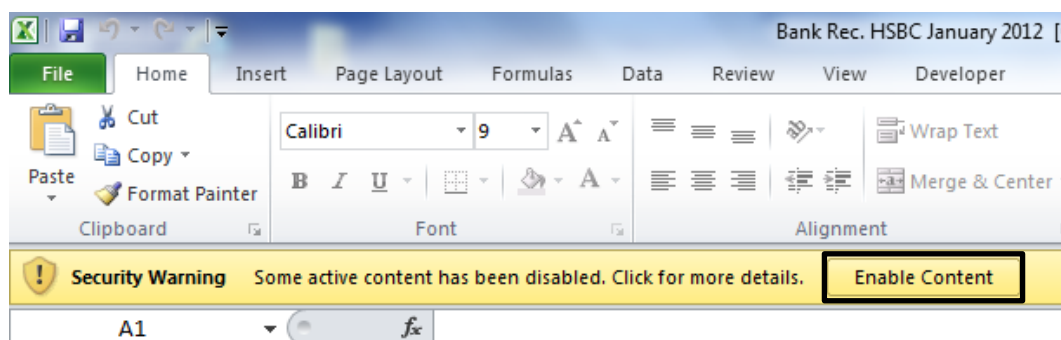
Security Warning Macros have been disabled

OR:

Security Warning ActiveX controls have been disabled



Click **Enable Content**



If the macros / command buttons do not work after following the above instructions:

The macros & any command buttons on the spreadsheet will not work because the security levels selected for macros and ActiveX controls are too high.

(note that a command button is an ActiveX control).

To select the correct security levels in order for the macros and command buttons to function:

Close the spreadsheet.

Follow the instructions on the next page:

“How to change the security settings for macros & ActiveX controls”

How to change the security settings for macros y ActiveX controls

In order for the macros and command buttons to function correctly, the following security settings for macros and ActiveX controls should be selected:

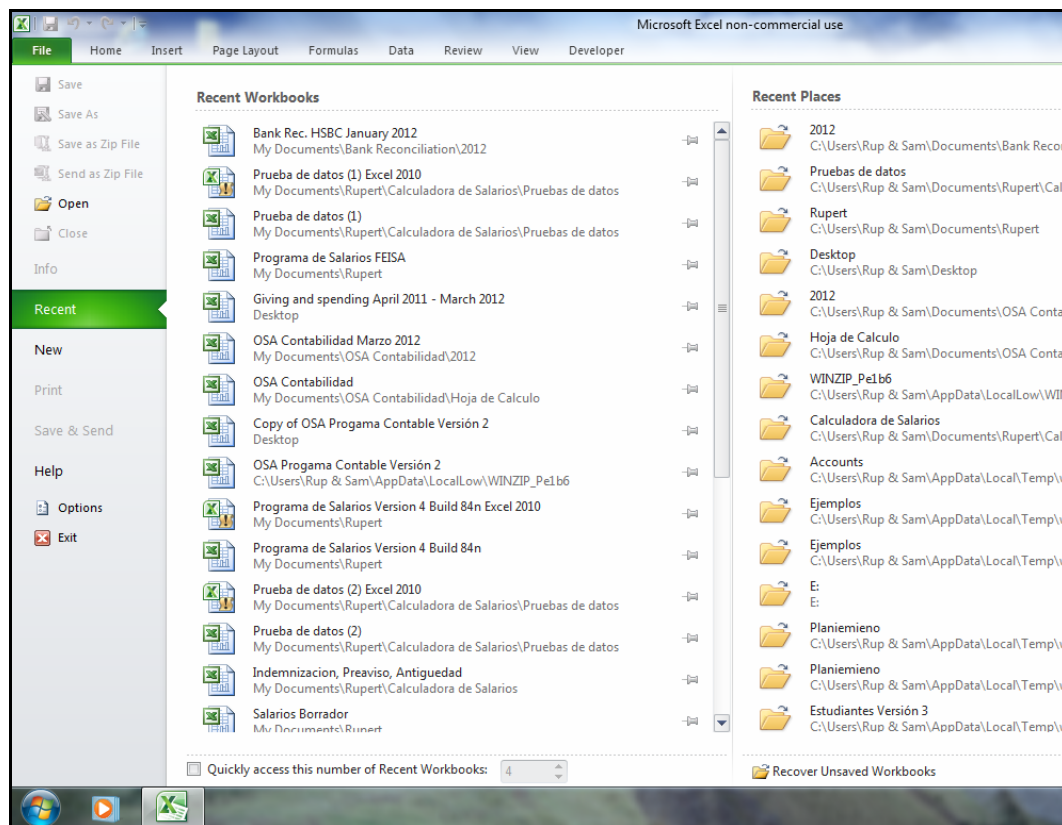
For Macros: **Disable all macros with notification**

For ActiveX: **Prompt me before enabling all controls with minimal restrictions**

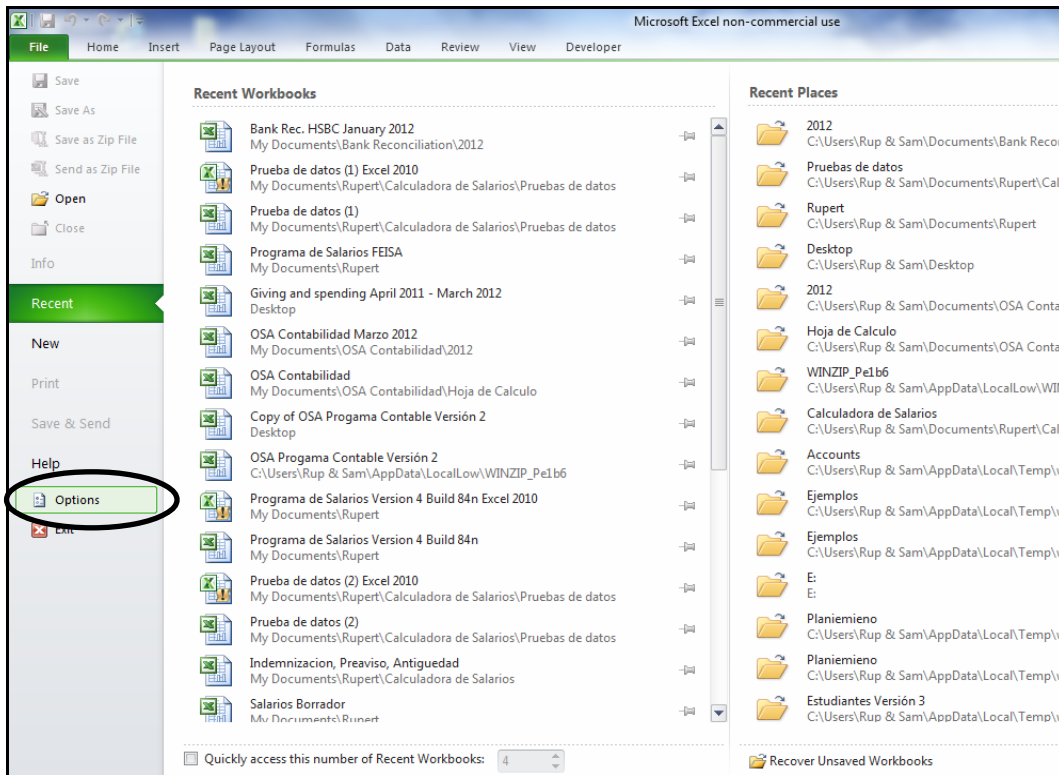
To access & change the security settings for macros & ActiveX controls you have to go to the **Trust Center** in Excel:

The Trust Center

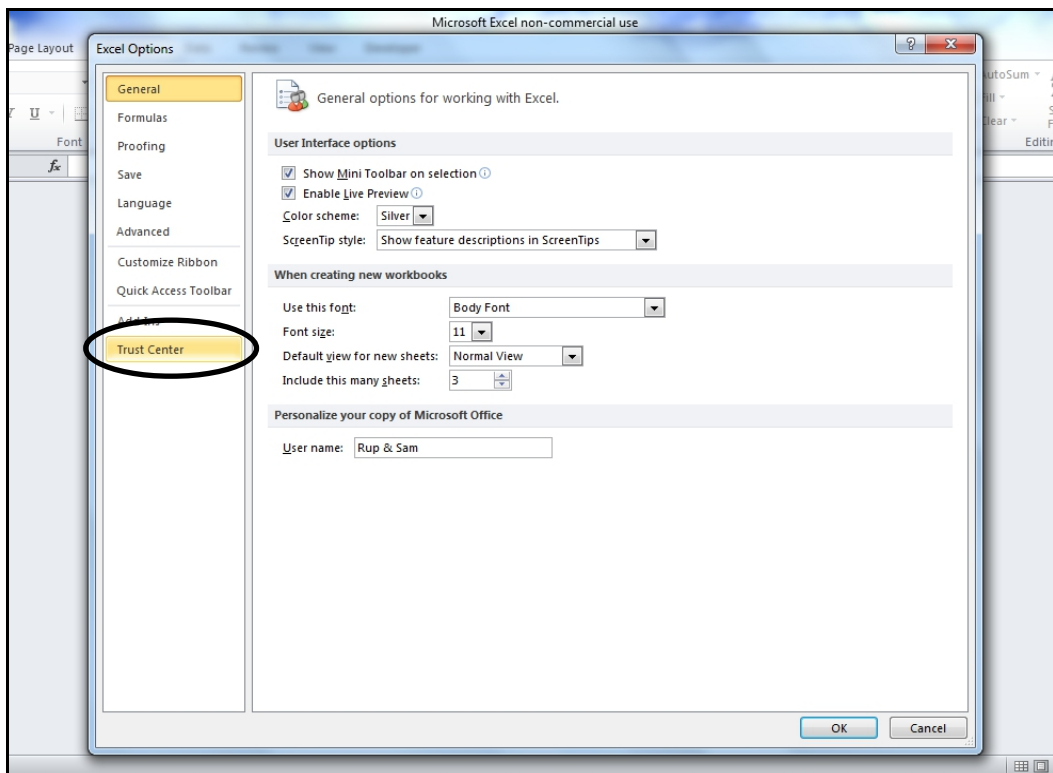
Click in the green tab “File”



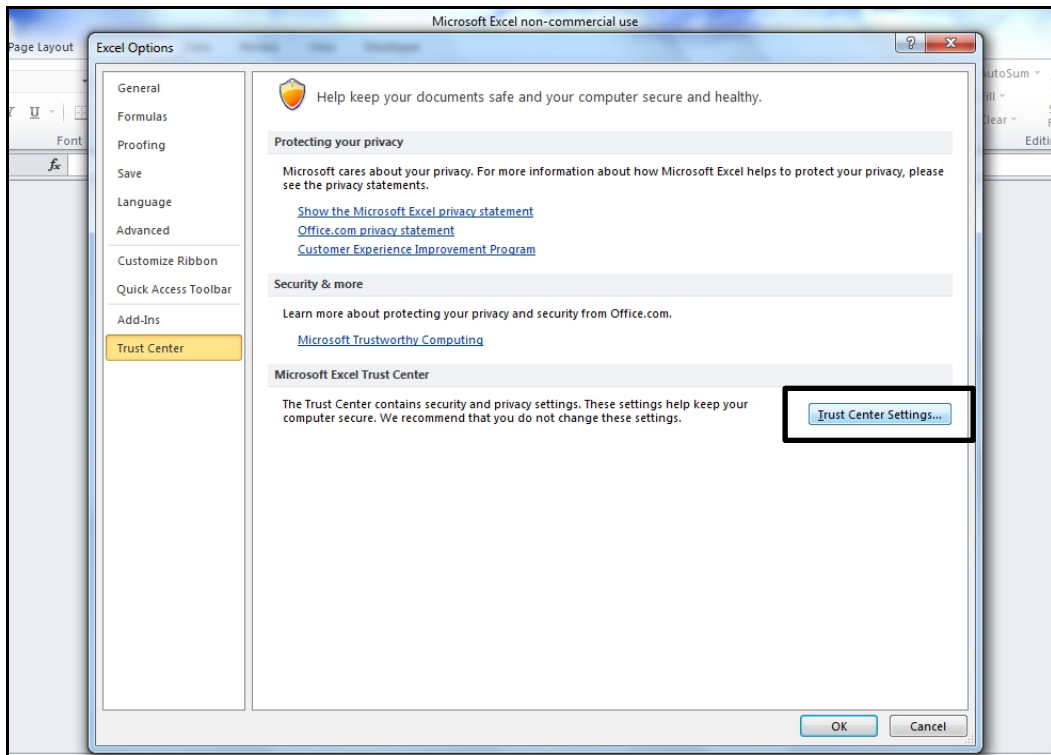
Select Options



Select Trust Center

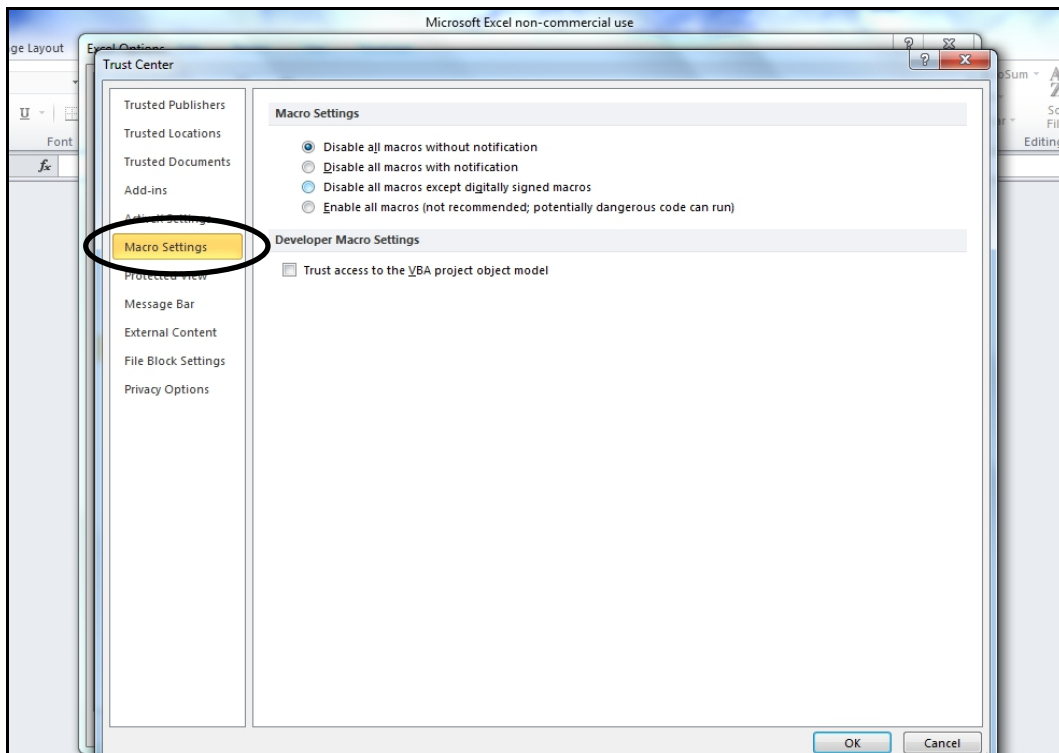


Click **Trust Center Settings...** (to open the trust center):



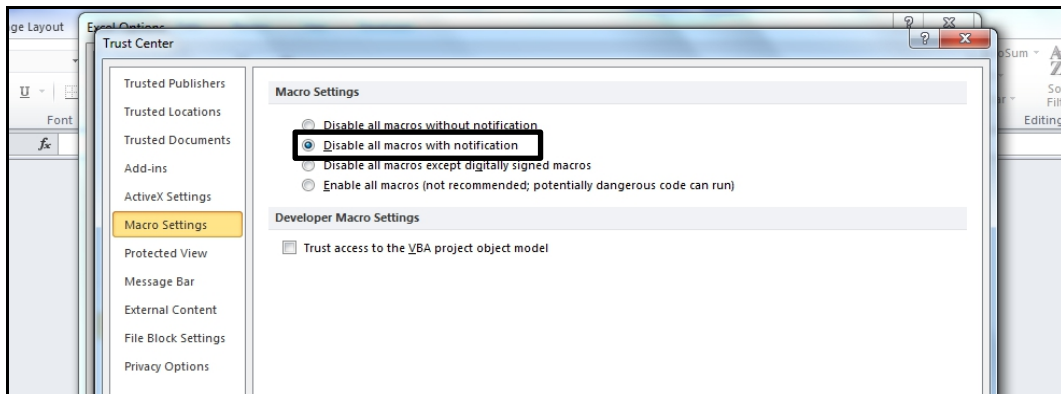
To change the macro security settings in the Trust Center

Select **Macro Settings**



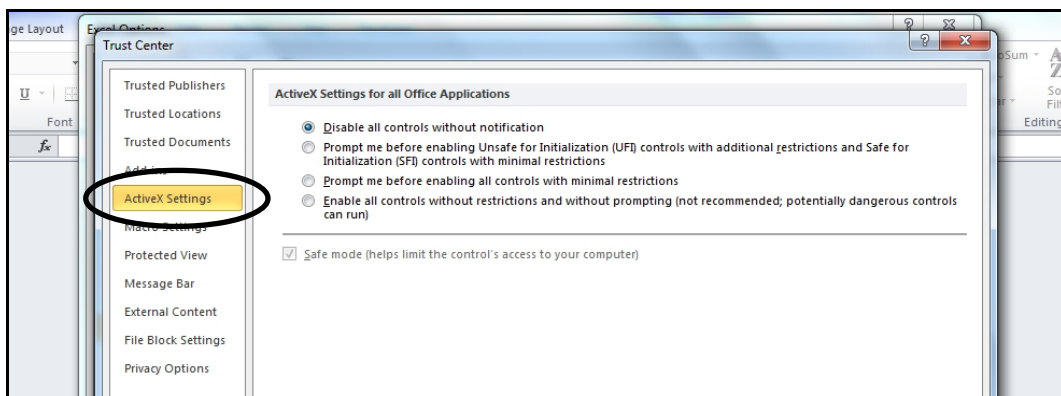
Select **Disable all macros with notification**

(under the options for “Macro Settings”)



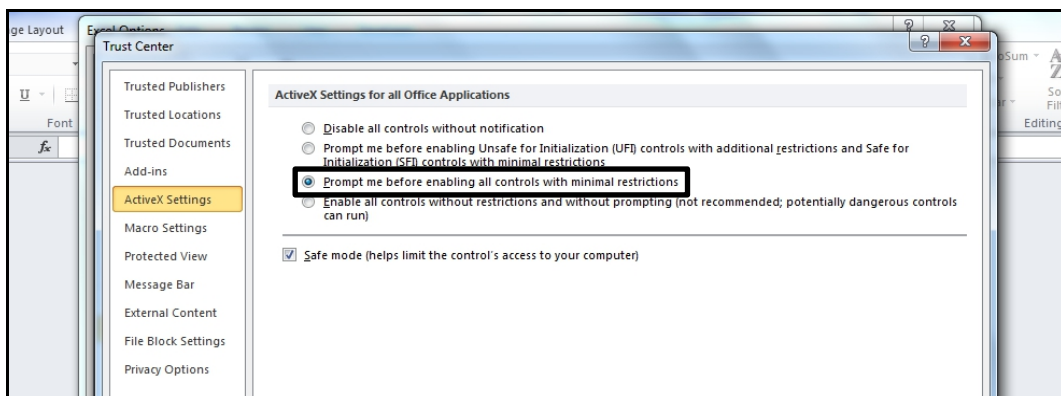
To change the ActiveX security settings in the Trust Center

Select **ActiveX Settings**



Select **Prompt me before enabling all controls with minimal restrictions**

(under the options for “ActiveX Settings for all Office Applications”)



Click **OK** (to close the trust center):

