

How to enable Macros in Excel

Macro must be enabled to use the functions of excel utilities available at ABCAUS.

In Excel 2003 or earlier versions

Go to Tools> >Macro>Security



Set macro Security to Medium

curity	La 🗸
Security Level Trusted Publishers	trusted locations will be allowed
to run. All other signed and unsign High. Only signed macros from trus run. Unsigned macros are automat	ed macros are disabled. ited sources will be allowed to ically disabled.
Medium. You can choose whether of macros.	or not to run potentially unsafe
 Low (not recommended). You are n unsafe macros. Use this setting on software installed, or you have che you open. 	lot protected from potentially ly if you have virus scanning ecked the safety of all documents
	UK Cancel

On File Opening you will be asked to enable macros, Choose Enable Macros

Security Warning		
'C:		.xls" contains macros.
Macros may contain viruses. macros are legitimate, you mi	It is usually safe to disable ght lose some functionality	macros, but if the /.

In Excel 2007 or later versions

Run Excel2007 then click Office Button at the topmost left



Go to Excel Option>Trust Centre>Trust Centre Settings>



Then Click on Macro Settings Left hand side tab

Then check the following two settings

Enable All Macros

Trust Access to the VBA Project Object Model

Trusted Publishers	Macro Settings
Trusted Locations	For macros in documents not in a trusted location:
Add-ins	Disable all macros without notification
ActiveX Settings	Disable all macros with notification
	Disable all macros except digitally signed macros
Macro Settings	Enable all macros (not recommended; potentially dangerous code can run)
Message Bar	Developer Macro Settings
External Content	✓ Trust access to the <u>VBA</u> project object model
Privacy Options	

Click OK

Now you have enabled Macros.