


How To Enable Macros in Excel

Excel 2003 :

- 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, click on “Enable Macros”

Excel 2007 :

- 1 – in Excel, click on the Office button 
- 2 – click on “Excel Options”
- 3 – click on “Trust Centre”
- 4 – click on “Trust Centre Settings”
- 5 – click on “Macro Settings”
- 6 – select the option “Enable all Macros”
- 7 – save the setting
- 8 – close the spreadsheet
- 9 – when you re-open the spreadsheet, the macros should function correctly

