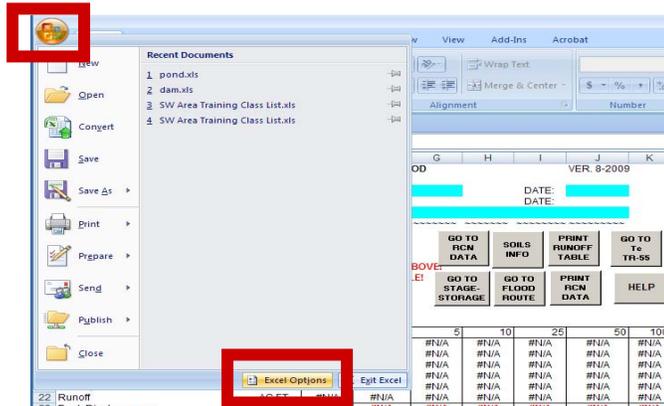


Enabling Spreadsheet Macros with 2007 EXCEL

**DO THESE STEPS BEFORE OPENING ANY SPREADSHEETS.
ONLY NEED TO DO THESE SETTINGS ONCE.**

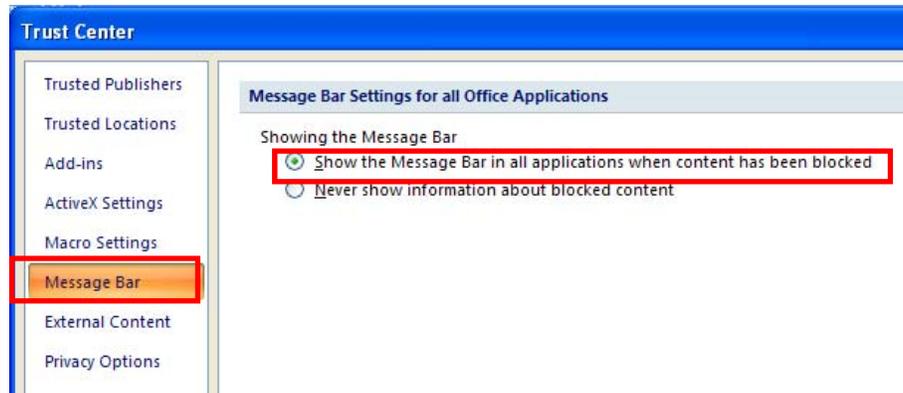
MS Office Button
Excel Options



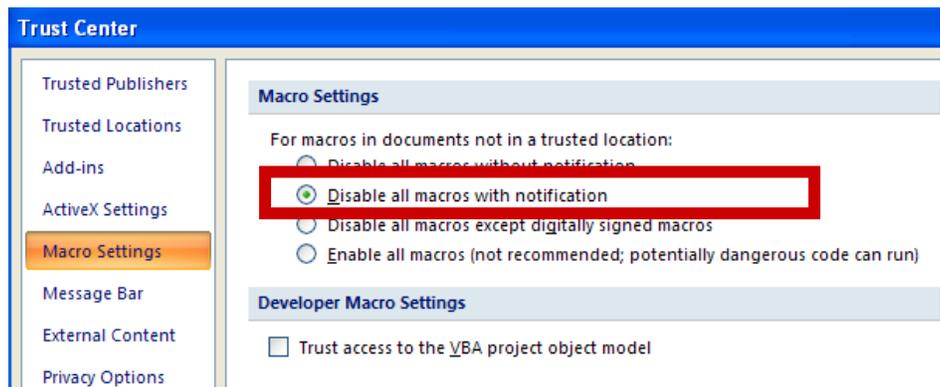
Trust Center
Trust Center Settings



Message Bar
Select "Show the Message Bar in all applications when content has been blocked"



Macro Settings
Disable All Macros
With Notification



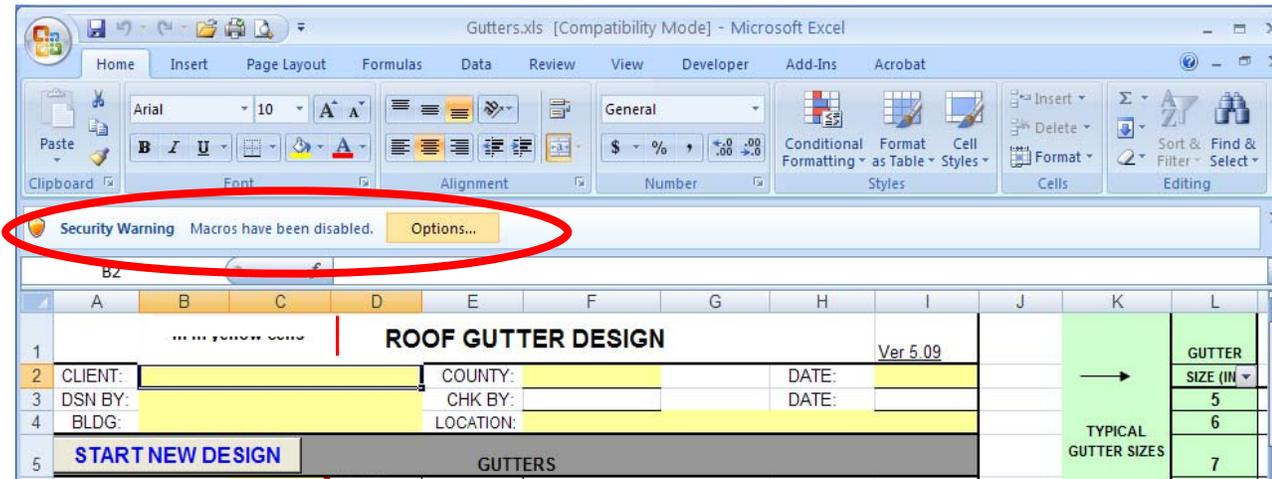
Enabling Spreadsheet Macros with 2007 EXCEL

NEED TO DO THESE STEPS FOR EACH SPREADSHEET WITH MACROS.

Open spreadsheet like normal

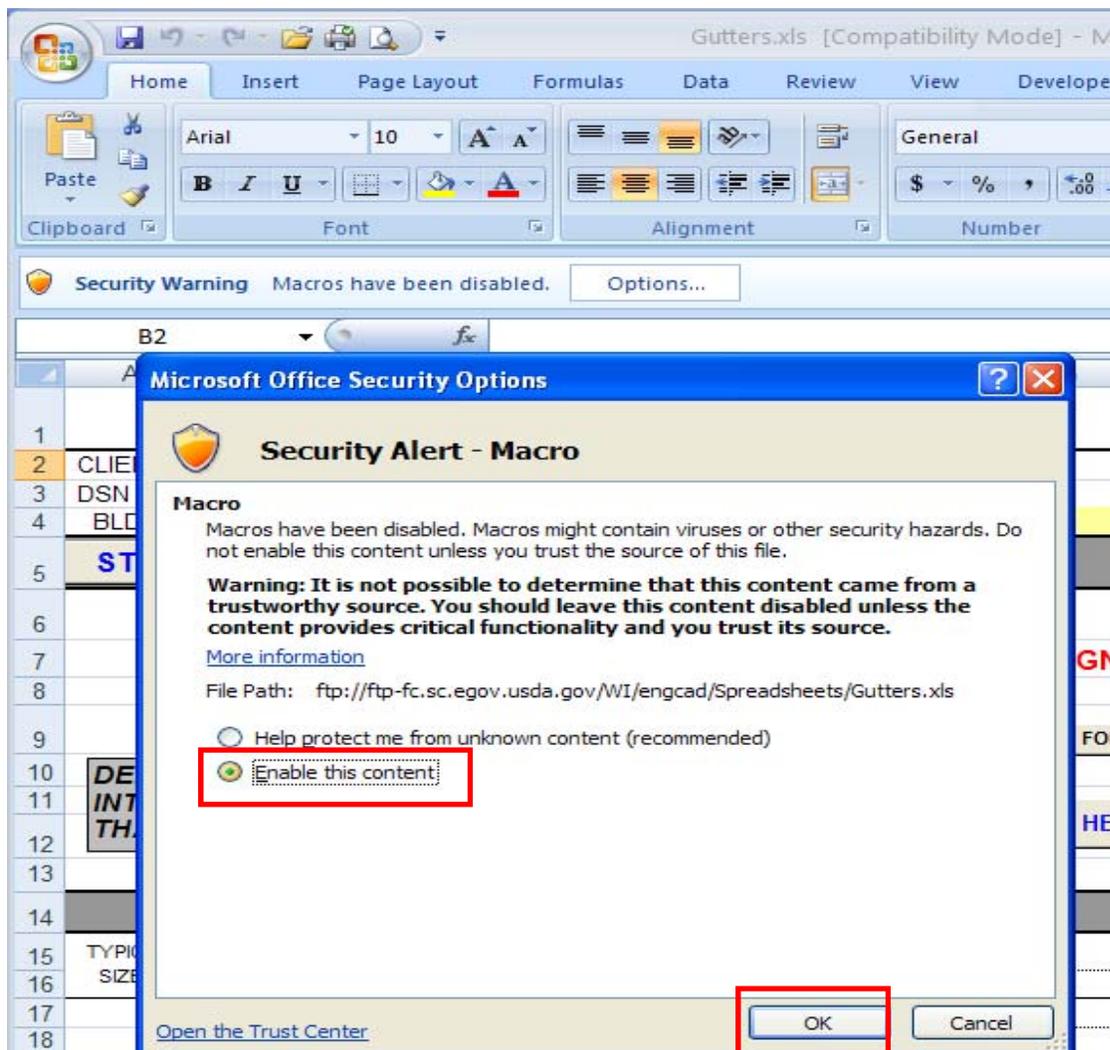
A “Security Warning” message bar will pop up

Select “Options”



The “Security Alert-Macro” window will pop up

Select “Enable this content” and then OK.

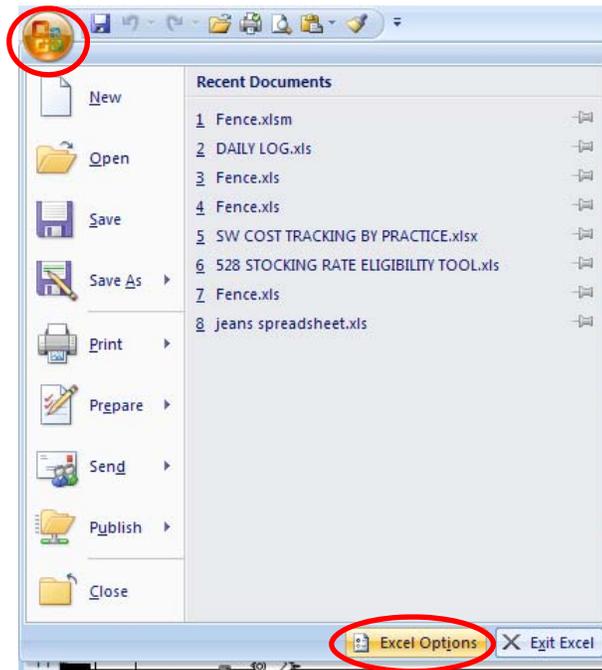


Enabling EXCEL 2007 to save spreadsheets with Macros

Open Excel

Select the MS Office Button at the top left of the screen

Select the “Excel Options” button at the bottom right of the pop-up window



Select “Save”

Set the “Save files in this format” to EXCEL MACRO-ENABLED WORKBOOK (xlsm)

Select OK

