


How to enable macros in Excel

Excel 2007

1. Click the **Microsoft Office Button**  , and then click **Excel Options (bottom right handcorner)** .
2. Click **Trust Center** and choose **Trust Center Settings**, then in the new window menu click **Macro Settings**.
3. Click the following option:

Enable all macros (not recommended, potentially dangerous code can run) Click this option to allow all macros to run. This setting makes your computer vulnerable to potentially malicious code and is not recommended

(This can be turned off after filling in the questionnaire, by following the same procedure).

Excel 2003

1. Click '**Tools**' - '**Options**'.
2. When the '**Options**' multi-tabbed dialog box appears, click the '**Security**' tab.
3. Click '**Macro Security**'.
4. When the '**Security**' multi-tabbed dialog box appears, select the '**Security level**' tab. Here you:

set the macro security level to low.

This can be turned off after filling in the questionnaire (by following the same procedure and setting the macro security level back to high/ very high, .

Excel 97-2000

1. Click '**Tools**' - '**Options**'.
2. When the '**Options**' dialog box appears, un-tick "**Macro virus protection**".

This can be turned off after filling in the questionnaire – tick "Macro virus protection" .