

# Before You Begin...

## Microsoft® Excel Spreadsheets with Macros

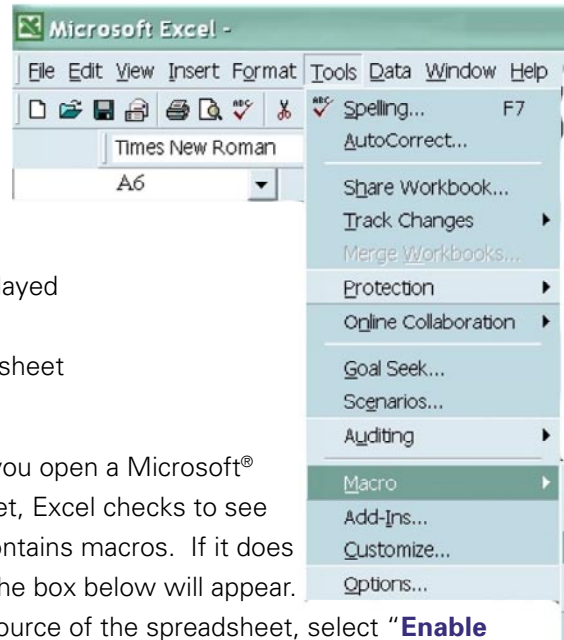
**If you have difficulty opening a document due to your macros security settings, here is information that may assist you.**

Many Microsoft® Excel spreadsheets contain macros. Macros are imbedded instructions that allow automated tasks to occur within the spreadsheet. While macros are very common, you should only open Microsoft® Excel spreadsheets from sources you trust. Microsoft® software allows you to block unauthorized macros from running to protect you from malicious code that could cause harm to your computer.

Your Excel program may be set at a “high” security level to block ALL macros. If so, you will be unable to use any spreadsheets that contain them. To get the full benefit from a Microsoft® Excel spreadsheet with automated features, you must allow the macros to run.

To allow specific spreadsheets with macros to run:

1. Open Microsoft® Excel to a blank Workbook
2. Select **Tools...Macro... Security**
3. The **Security Box** will be displayed
4. Select **Medium**
5. Click **OK** and close the spreadsheet



Now whenever you open a Microsoft® Excel spreadsheet, Excel checks to see if the program contains macros. If it does contain macros the box below will appear. If you trust the source of the spreadsheet, select “**Enable Macros**”. This will allow the macros to run for this time only.

