

GSD. Excel - Manage Add-ins in Microsoft Excel

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General Information:

Possible symptoms/errors:

User wants to know how to Manage Add-ins in Microsoft Excel

Alternative names of the system:

Add-insExcel Add-insMicrosoft Excel

IMPORTANT NOTICE:

N/A

Solution:

Add-ins provide optional commands and features for Microsoft Excel. If user need to use add-ins in Excel, they need to add and activate it. On the other hand, if they do not need to use add-ins, they can also disable it.

Details:

A. Activate an Excel Add-in

Advise user to click on File tab and then select Options.

In the Excel Options window, user must select Add-Ins.

In the Manage box, inform user to choose Excel Add-Ins and then click Go.

In the Add-ins dialog box, advise user to select the check box next to the add-in that they want to activate, and then click OK.

Note: If user cannot find the add-in that they want to activate in the Add-Ins available box, they may need to install it.

B. Inactivate an Excel Add-in

Advise user to Click on File tab and then select Options.

In the Excel Options window, user must select Add-Ins.

In the Manage box, choose Excel Add-Ins and then click Go.

In the Add-ins dialog box, advise user to clear the check box next to the add-in that they want to inactivate, and then click OK.

Note: When user inactivate an add-in, it will be removed from its group on the Excel ribbon. If the add-in is not yet removed in the ribbon after inactivating it, advise user to try to restart Excel.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A