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| **it SUPPORT INSTRUCTION** |

**Configuring macros in MICROSOFT EXCEL**

VERSION 1.0

INTRODUCTORY PROVISIONS

GOALS

This instruction defines the procedure for an employee to follow providing advice on installing a program.

TASKS

The main objectives of the instruction are:

* description of the steps to take when you need to install a program on your PC.

PERIOD OF VALIDITY AND PROCEDURE FOR MAKING CHANGES

Changes to the instruction are made when new settings appear in the SOFTWARE, as well as when information on current settings is updated.

**Configuring macros in MICROSOFT EXCEL 2003**

Step 1. Open in the main menu → "Tools" → "Macro" → "Security"

Step 2. In the "Trusted Publishers" tab, check the boxes "Trust all installed add-ons and templates" and "Trust access to Visual Basic Project"

**Configuring macros in MICROSOFT EXCEL 2007**

Step 1. Open the menu (round button with the symbol "MS Office") → Click on "Excel Options"

Step 2. Select the "Security Management Center" tab → Click "Security Management Center Settings" → Select "Macro settings" → Check the box "Trust access to the VBA project object model" → Click "OK"

**Configuring macros in MICROSOFT EXCEL 2010**

Step 1. In the upper left corner, click "File" → "Information" → "Options"

Step 2. Click "Security Management Center" → "Security Management Center Settings"

Step 3. Select the "Macro Settings" tab → Set a marker in the line "Enable all macros (not recommended, it is possible to run a dangerous program)" → Check the box "Trust access to the VBA project object model"

Step 4. Select the "External content" tab → Set a marker in the line "Enable all data connections (not recommended)" and in the line "Disable automatic updating of links in the workbook"

Step 5. Select the "ActiveX Settings" tab → Set a marker in the line "Enable all controls without restrictions and requests (not recommended, it is possible to launch dangerous controls)" → Uncheck "Safe mode" → Click "OK" → Restart the program

**Configuring macros in MICROSOFT EXCEL 2013**

Step 1. Click in the upper left corner "File" → Select "Options"

Step 2. Click "Security Management Center" → "Security Management Center Settings"

Step 3. Select the "Macro Settings" tab → Set a marker in the line "Enable all macros (not recommended, it is possible to run a dangerous program)" → Check the box "Trust access to the VBA project object model"

Step 4. Select the "External Content" tab → Set a marker in the line "Enable all data connections (not recommended)" and "Disable automatic updating of links in the workbook"

Step 5. Select the "ActiveX Settings" tab → Set a marker in the line "Enable all controls without restrictions and requests (not recommended, dangerous controls can be launched)" → Uncheck "Safe mode" → Click "OK" → Restart the program