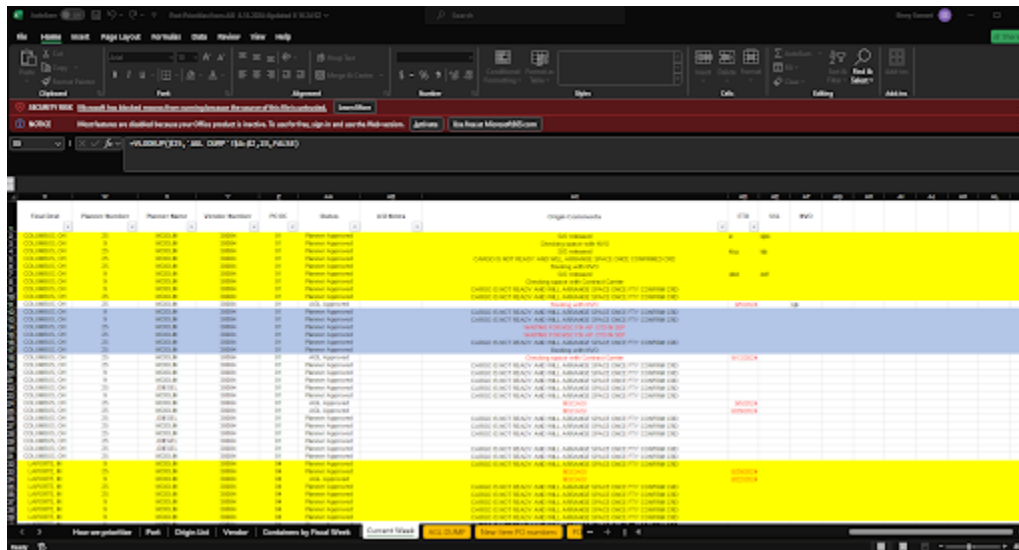Step 1) Open the Excel file
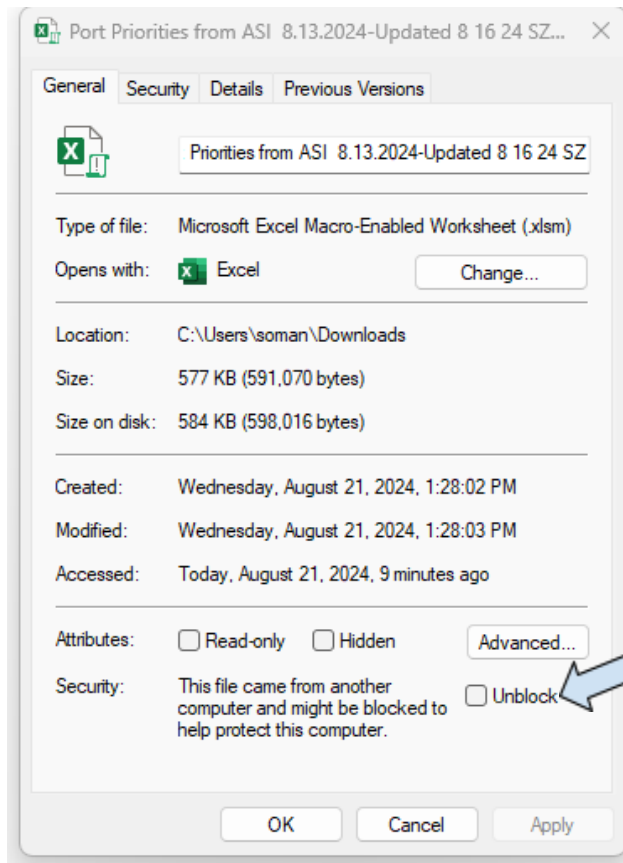

Step 2) It will prompt a Security risk saying:" <u>Microsoft has blocked macros from running because the source of this file is untrusted</u>", that is what's stopping the file from using macros

Step 3) Use this **Link** to solve the issue, or follow the steps below(Both are the same)

1.   Open **Windows File Explorer** on your laptop and **go to the folder where you saved the file**
2.   Right-click on the file and choose **Properties** from the context menu(Should look something like the below screenshot)

3. At the bottom of the **general** tab, select the **Unblock checkbox**(i.e check it if its unchecked) and select **OK**.

Step 4) open the **Excel application**, click **File** tab, select **Options**,
Step 5) Select **trust center** and choose **Trust center settings**
Step 6) In trust center setting, choose **Macro settings**
Step 7) Under Macro settings check the "**Enable all Macros**" and under Developer Macro Settings select "**Trust access to VBA project object model**"
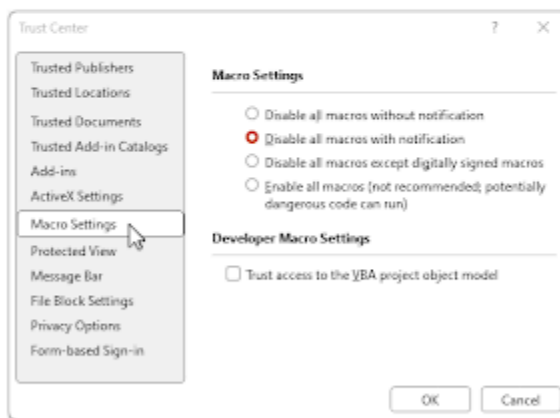Step 8) Select **OK**

Change macro settings in the Trust Center

Macro settings are located in the Trust Center. However, if your device is managed by your work or school the system administrator might prevent anyone from changing settings.

Important: When you change your macro settings in the Trust Center, they are changed only for the Microsoft 365 app that you are currently using. The macro settings are not changed for all your Microsoft 365 apps.

1. Select the **File** tab and choose **Options**.

2. Select **Trust Center**, and then choose **Trust Center Settings**.

3. In the **Trust Center**, select **Macro Settings**.

Tip: If you have the developer tab on your ribbon, select the **Developer** tab and then choose ⚠ **Macro Security** to open the **Trust Center** quickly.

4. Make the selections that you want, then select **OK**.

**Now, everything should work**