

A1: Enable Macros

How to check whether Macros are enabled?

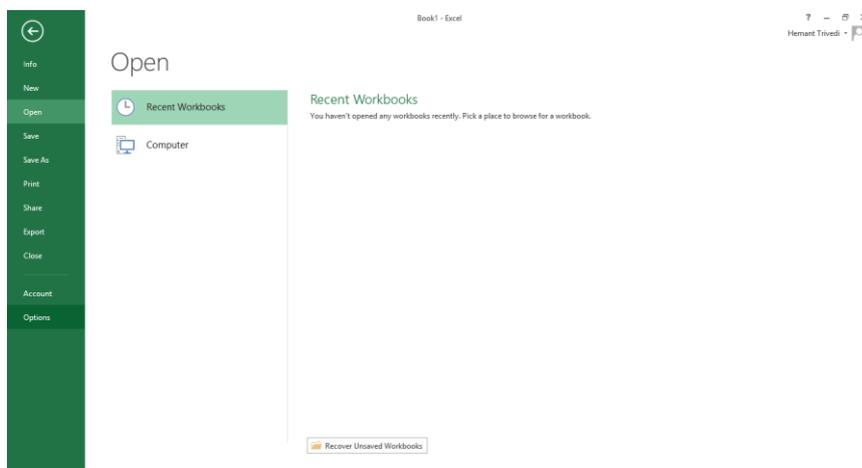
Step 1: Open Microsoft Excel

Step 2: Press Alt + F11 on your keyboard

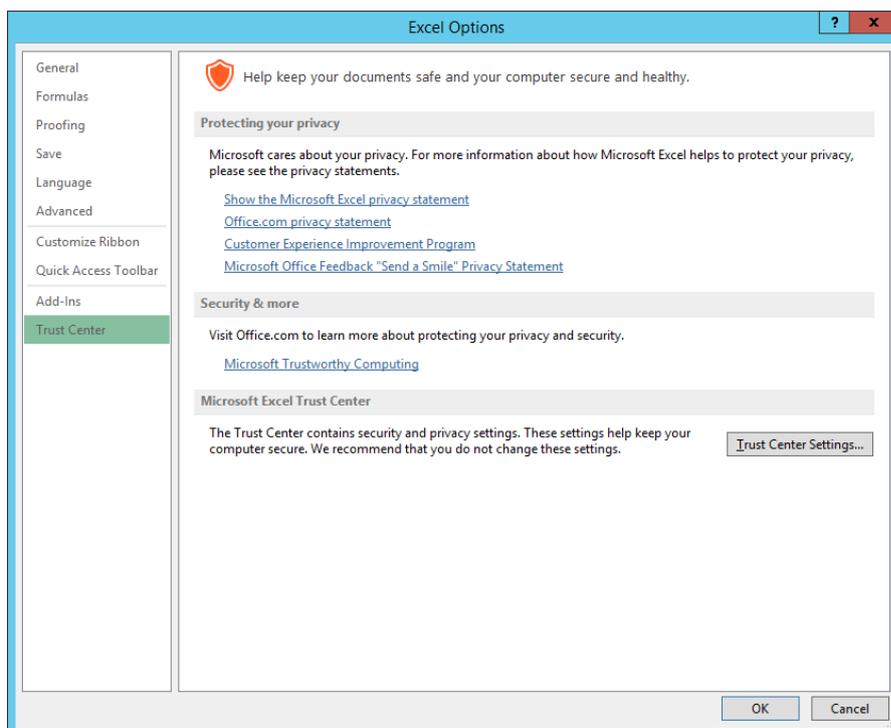
Step 3: If pop up Window opens, it implies that Macros is enabled. If the window does not open, it implies that Macros is not enabled.

To enable Macros on your machine, follow the steps mentioned below:

1. Open Microsoft Excel and click on File menu → Options button

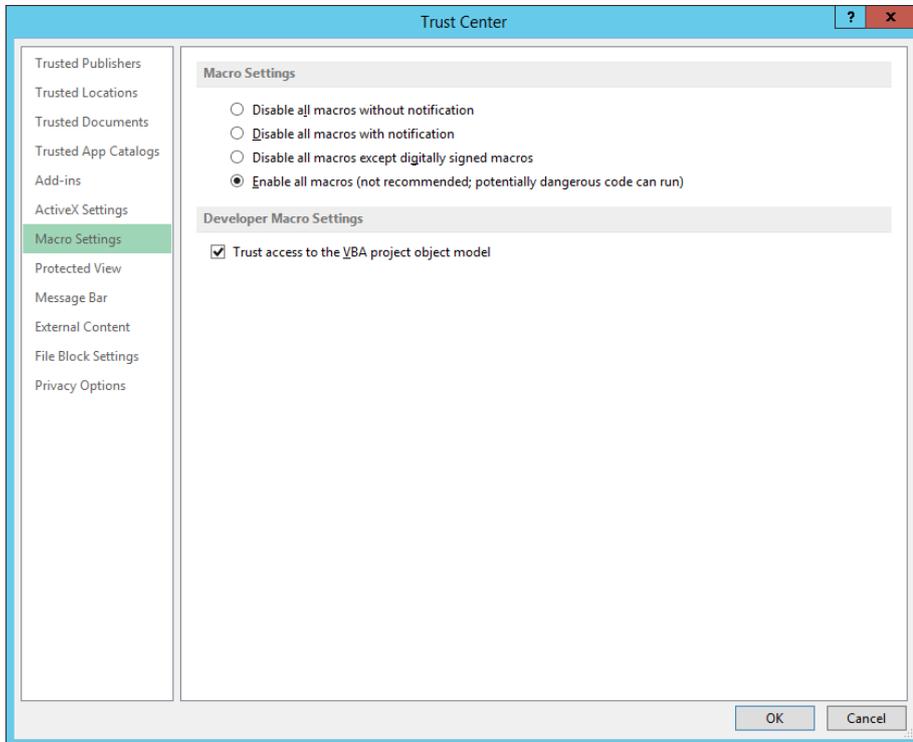


2. Go to Trust Center and click on Trust Center settings.



3. Go to Macro Settings and Select as shown below:

- a. Enable all macros
- b. Trust access to the VBA project object model.



4. Click Ok and complete the process.

5. Open Microsoft Excel again and Press Alt+F11 to check whether Macros have been enabled.

If you are not able to enable Macros from here, then it implies that while installing Microsoft Office on your machine, Macros is not installed.

So what you need to do now is to repair or re-install your MS Office. To repair or reinstall MS office please go to the Control panel > Programs and Features and right click on the MS Office version > Choose Repair or reinstall.

If you are not able to reinstall or repair because of any reasons, please consult the Technical Support team in your organisation.