

How to enable Macros in Excel 2013

Please follow the steps below:

1. Open the C10 Entry Sheet and click the **File** tab.

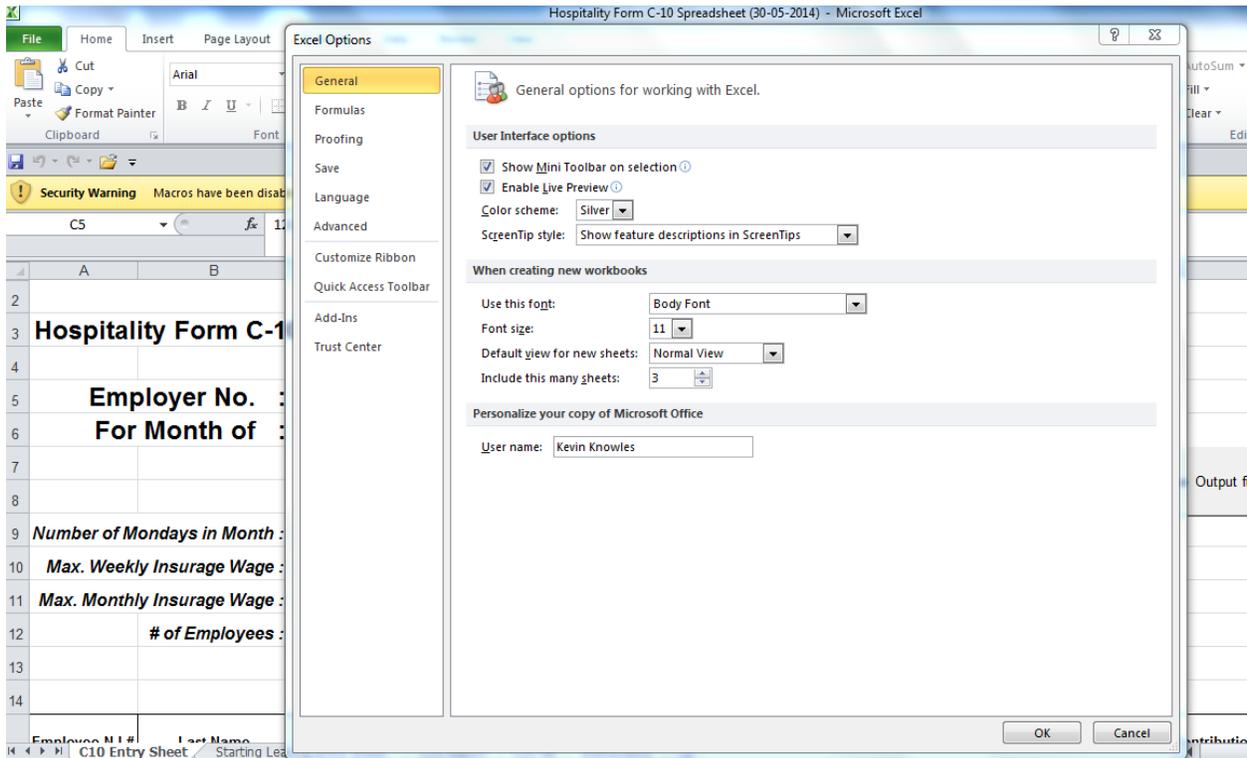
The screenshot shows the Microsoft Excel 2013 interface. The title bar reads "Hospitality Form C-10 Spreadsheet (30-05-2014) - Microsoft Excel". The ribbon is set to the "File" tab, with sub-tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The left-hand navigation pane includes options like Save, Save As, Open, Close, Info (selected), Recent, New, Print, Save & Send, Help, Options, and Exit. The main area displays "Information about Hospitality Form C-10 Spreadsheet (3...)" with the file path "U:\New Excel Documents\Hospitality Form C-10 Spreadsheet (30-05-2014).xlsm".

The Information pane contains three sections:

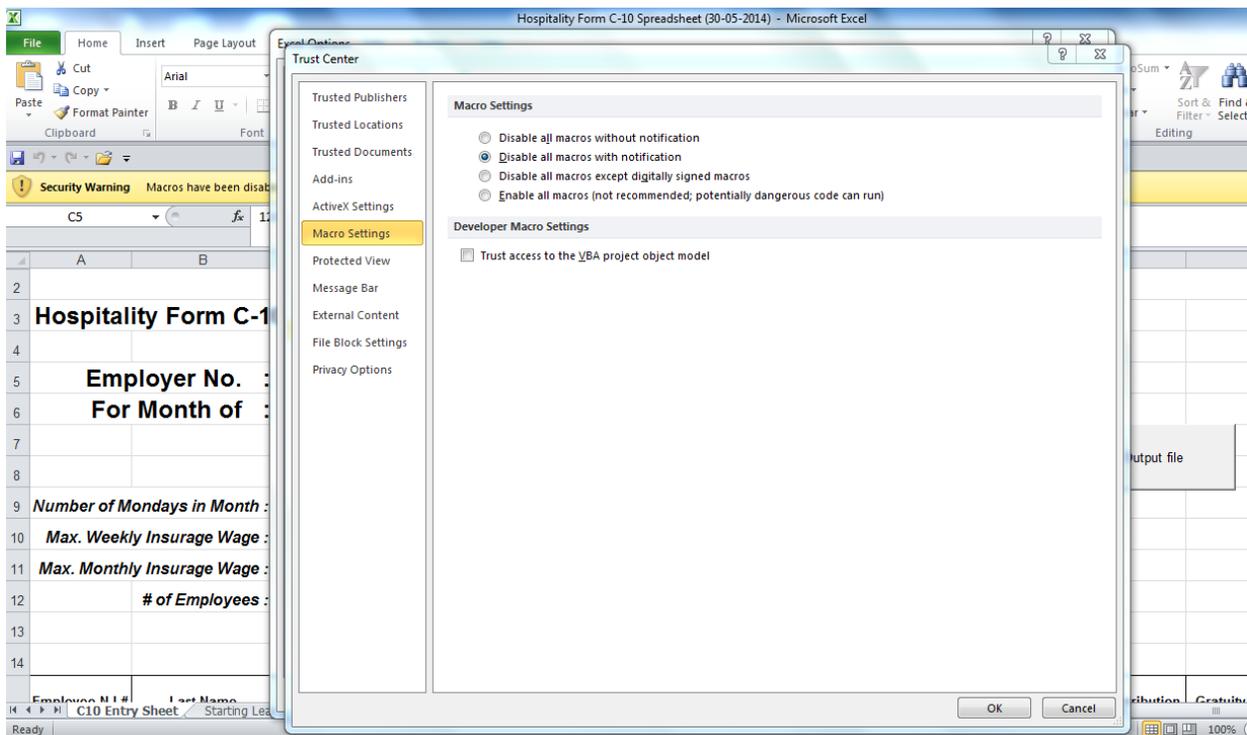
- Security Warning:** "Active content might contain viruses and other security hazards. The following content has been disabled: Macros. You should enable content only if you trust the contents of the file. Trust Center Settings. Learn more about Active Content." A button labeled "Enable Content" is visible.
- Permissions:** "The structure of the workbook has been locked to prevent unwanted changes, such as moving, deleting, or adding sheets. One or more sheets in this workbook have been locked to prevent unwanted changes to the data." A list of locked sheets is shown with "Unprotect" links: C10 Entry Sheet, Starting Leaving Entry Sheet, C10 Report, C10 file, and Instructions.
- Prepare for Sharing:** "Before sharing this file, be aware that it contains: Comments, Document properties, e-mail collaboration information, comments for defined names, printer path, author's name and related dates, Headers and footers, Hidden rows and hidden columns, Hidden worksheets, Invisible objects, Content that people with disabilities are unable to read." A button labeled "Check for Issues" is visible.

On the right side, a preview of the spreadsheet is shown, titled "THE NATIONAL INSURANCE BOARD". Below the preview is the "Properties" pane, which includes fields for Size (783KB), Title (Add a title), Tags (Add a tag), Categories (Add a category), Related Dates (Last Modified: 05/30/14 3:55 PM, Created: 08/27/97 1:38 PM, Last Printed: 05/29/14 11:35 AM), Related People (Author: Kevin Knowles, Last Modified By: Amanda Darville), and Related Documents (Open File Location). A "Show All Properties" link is also present.

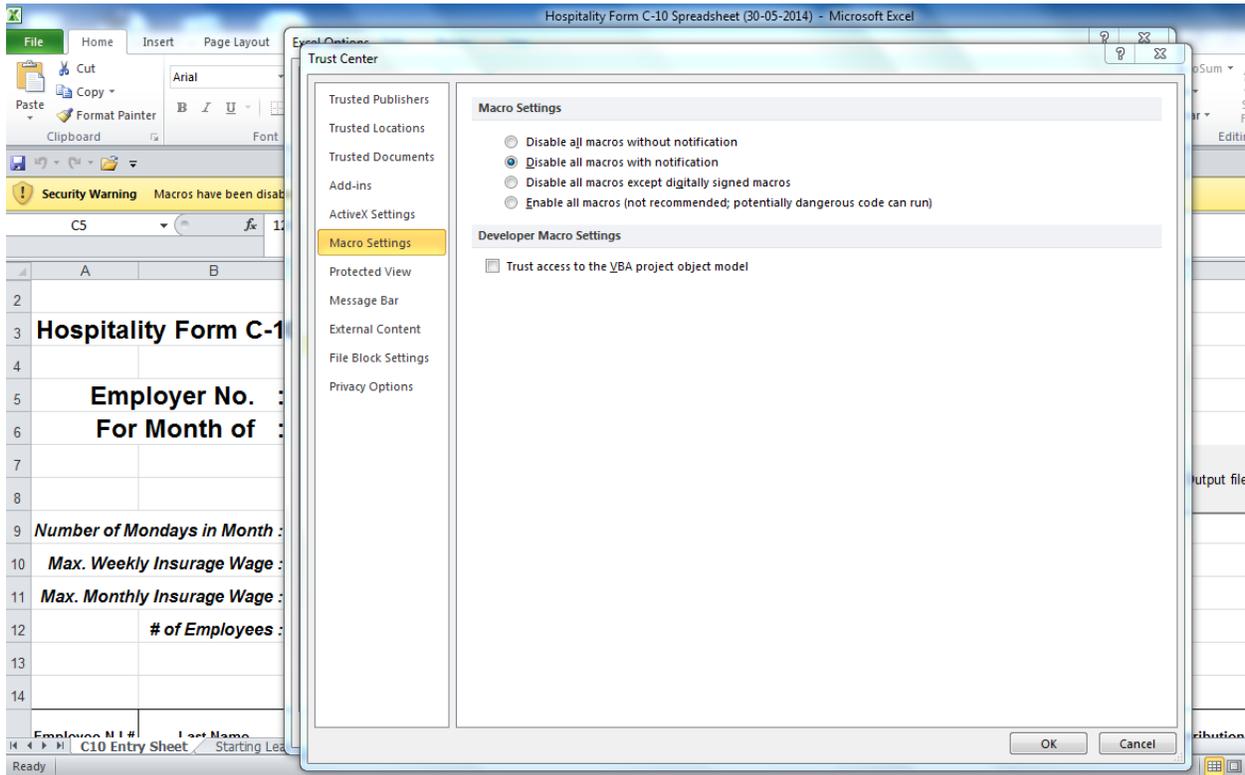
Select/click Options. The window below will appear.



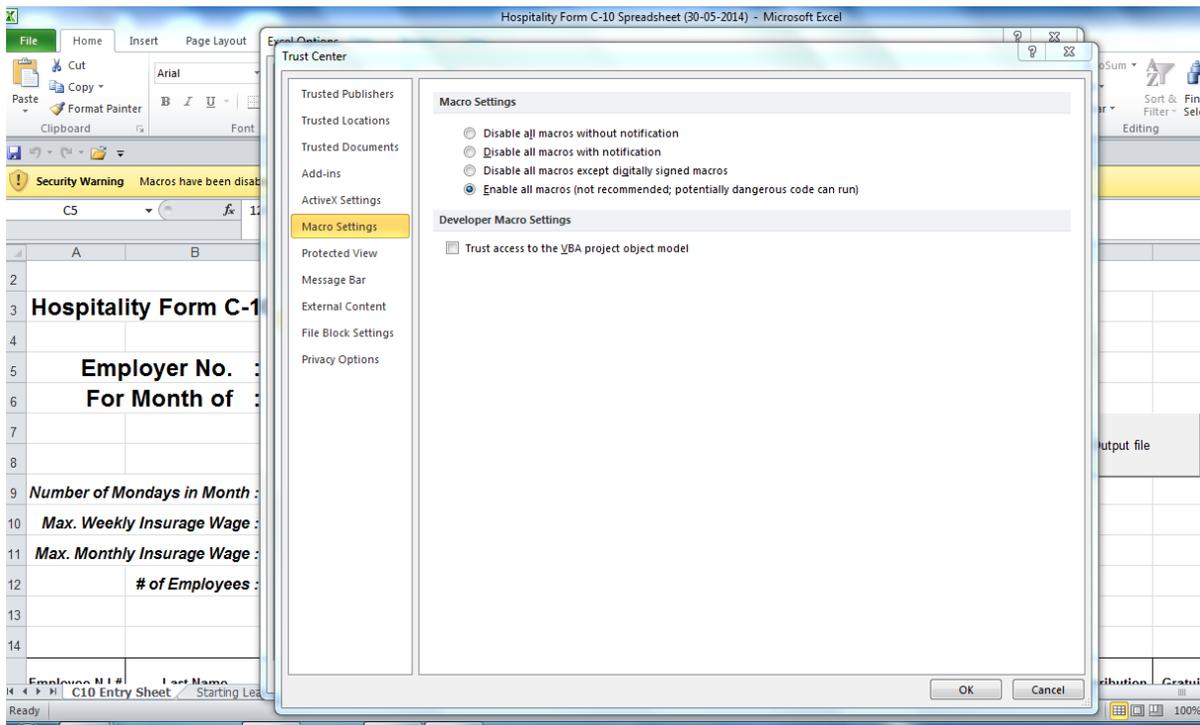
Select/click **Trust Center** (Bottom item); then, click **Trust Center Settings**.



In the Trust Center, Click **Macro Settings**.



Select "Enable all Macros (not recommended; potentially dangerous code can run) followed by the "OK" button. Save the Spreadsheet.



Reboot the computer following this action.