

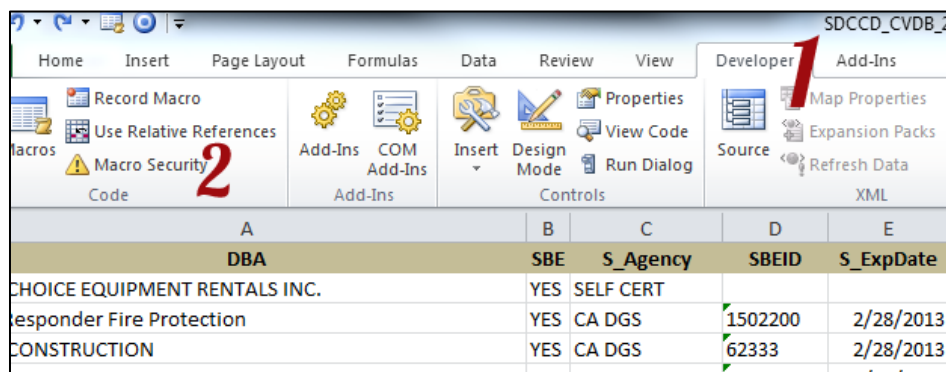
# Macros Primer

If you get sent an Excel workbook that is macro-enabled (*this one is*) you might not be able to get it to work for you right off the bat – most likely because your security settings have been configured by beaming, caring IT professionals who want to keep your computer as safe as they possibly can. Well, no offense to the IT department, but it's time you knew the full truth about macro-enabled worksheets.

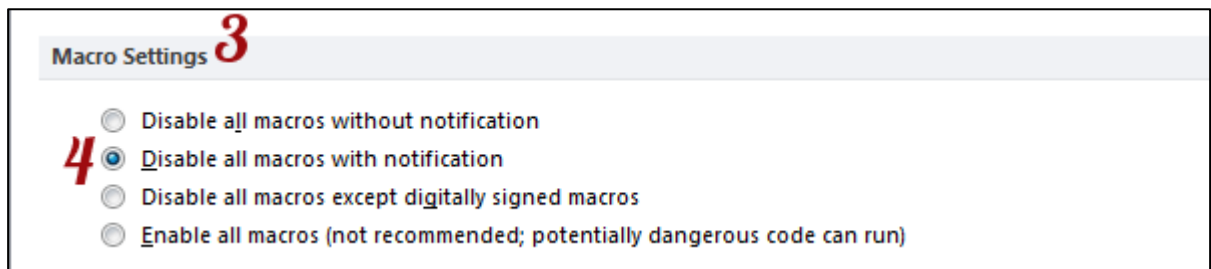
Macros are little programs that can do things for you – most of the time helpful things – but because they're an entry point for malicious code most IT professionals and software developers by default disable or limit even getting close to macros.

Oh, right. Do this before we continue...

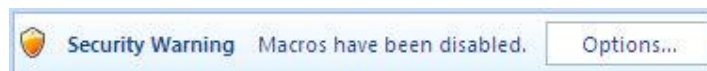
- Change your security setting by clicking on the (1) *Developer* tab, then clicking the (2) *Macro Security* button in the Code box.



- Under the (3) *Macro Settings* heading click (4) *Disable all macros with notification* then click OK.



- From then on each time you open a workbook that contains macros a temporary status bar appears above the grid in Excel:



- Adopt the same attitude as you have with documents attached to emails. If you know the origin of the file you may (5) enable the macros – if not click on (6) *Help protect me from unknown content* and you are fully protected. You can look at the workbook but the macros are not operational.

