

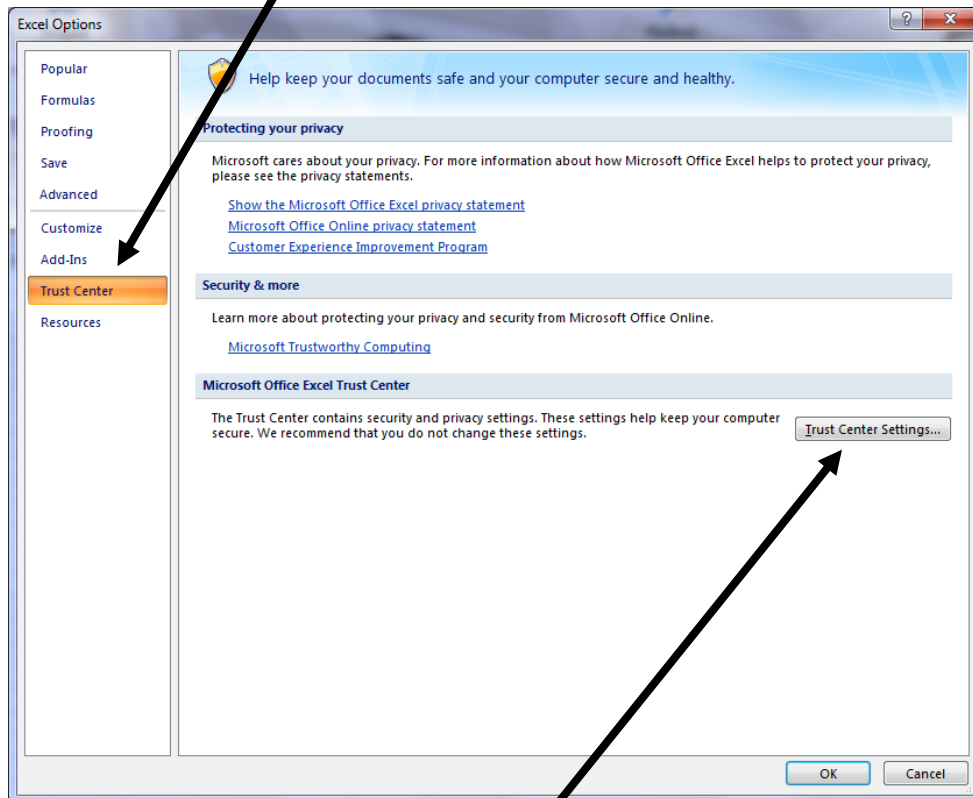
To enable Excel 2007-2013 Macros



Click the Microsoft Office Button

Click Excel Options button at the bottom of the menu

Select the Trust Center



Click the Trust Center Option button

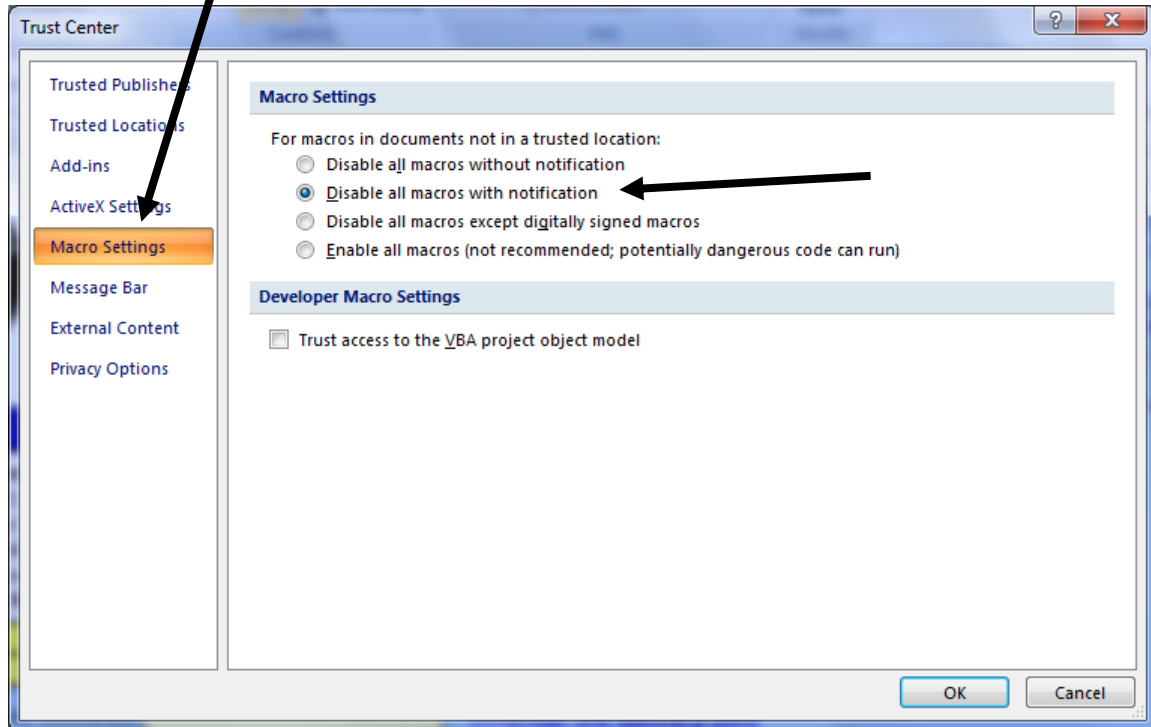
To Enable 2007, 2010 and 2013 Macros

Select the Macro Settings

Click the **Disable all macros with notification** radio button.

This will give you the option to run a macro when desired.

You may have to close and reopen Excel.



To Enable 2007, 2010 and 2013 Macros

Step 2: When you open a file containing a macro a Security Warning message is displayed at the top of the work sheet.

The screenshot shows Microsoft Excel with a Security Warning message at the top: "Security Warning Macros have been disabled. Options...". An arrow points from the text above to this message. The spreadsheet contains a form for a "Trouble Resolution Report" with the following content:

**Retired and Senior Volunteer Program
Community Computer Connection Program
811 West Jericho Turnpike, suite 103W
Smithtown N.Y. 11787**

Trouble Resolution Report

Repair Volunteer: Fill out this form regardless of the action taken.

- If you replaced the troubled PC, include the inventory number of the replacement, and fill out the Delivery Report tab with the replacement information.
- After you have corrected problem and entered the trouble resolution information, press the "Press to save the Trouble Resolution Report" button to save the data. It will automatically be saved with a file name that includes the client's last name, the letters "TR-" and the inventory number, (i.e. clientslastname TR-###.xls).
- Please be sure to email this completed form to **CCCP.TRBLRPT@GMAIL.COM** as soon as possible.

Include the EXACT file name in the subject of the email

Items highlighted in yellow are required
Press enter or tab after entering data into each field!

Inventory number: Completion Date:

Client's Last Name:

Were multiple visits required?

Action Taken:

Replacement Number:

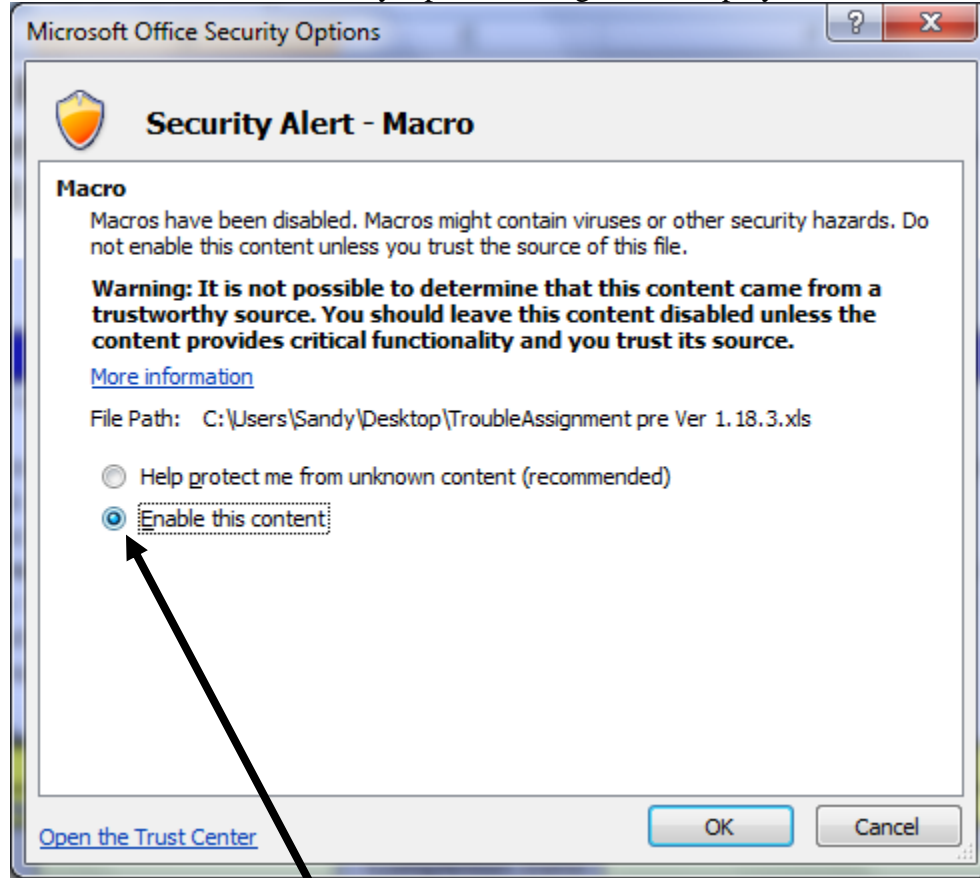
Problem Description:

On the right side of the form, there are instructions: "Press to save the Trouble Resolution" and "Step 1: If enter all" "Step 2: If beer auto".

To enable the macro:
Step 3: Click the Options... button.

To Enable 2007, 2010 and 2013 Macros

The Microsoft Office Security Options dialog box is displayed



Step 4: Select the “Enable this content” radio button
Press OK

This enables the macro for this file only.

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