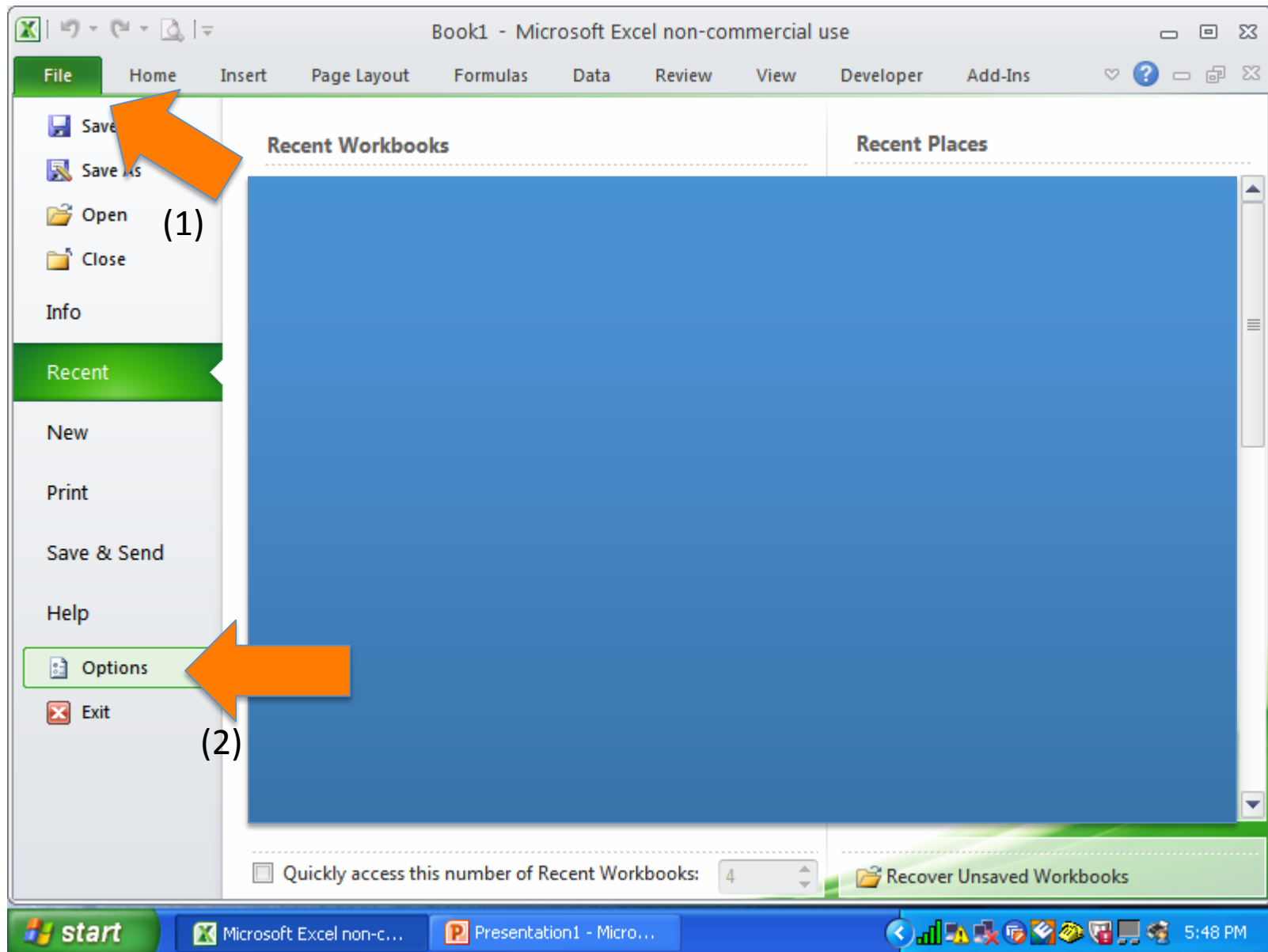


To enable Excel macros

- Windows (pgs 2-5)
- MAC (pg 6)



Excel Options



- General
- Formulas
- Proofing
- Save
- Language
- Advanced
- Customize Ribbon
- Quick Access Toolbar
- Add-Ins
- Trust Center



General options for working with Excel.

User Interface options

- Show Mini Toolbar on selection ⓘ
- Enable Live Preview ⓘ
- Always use ClearType

Color scheme: Silver

ScreenTip style: Show feature descriptions in ScreenTips

When creating new workbooks

Use this font: Body Font

Size: 11

Default view for new sheets: Normal View

Include this many sheets: 3

Personalize your copy of Microsoft Office

User name: David Oshlag



OK

Cancel



- Microsoft Excel non-c...
- Presentation1 - Micro...



5:50 PM

Excel Options



General

Formulas

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



Help keep your documents safe and your computer secure and healthy.

Protecting your privacy

Microsoft cares about your privacy. For more information about how Microsoft Excel helps to protect your privacy, please see the privacy statements.

[Show the Microsoft Excel privacy statement](#)

[Office.com privacy statement](#)

[Customer Experience Improvement Program](#)

Security & more

Learn more about protecting your privacy and security from Office.com.

[Microsoft Windows Security Center](#)

[Microsoft Trustworthy Computing](#)

Microsoft Excel Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...



OK

Cancel



Microsoft Excel non-c...

Presentation1 - Micro...



5:51 PM

Trust Center



- Trusted Publishers
- Trusted Locations
- Trusted Documents
- Add-ins
- ActiveX Settings
- Macro Settings**
- Protected View
- Message Bar
- External Content
- File Block Settings
- Privacy Options

Macro Settings

- Disable all macros without notification
- Disable all macros with notification
- Disable all macros except digitally signed macros
- (2)** Enable all macros (not recommended; potentially dangerous code can run)

Developer Macro Settings

- Trust access to the VBA project object model



(1)



OK

Cancel



Microsoft Excel non-c...

Presentation1 - Micro...



5:51 PM

Configure security settings for macros in Excel for Mac 2011

Office for Mac 2011 | 1 out of 6 rated this helpful – [Rate this topic](#)

Excel 2011 includes specific settings that help you control how users are notified about potentially unsafe macros. You cannot enable or disable macros or prevent encrypted macros from being scanned for viruses. You can only set notification options that will warn users about macros.

After you configure notification options for macros in Excel Preferences, you can deploy the settings to user computers. However, you should warn users about the risks associated with changing any default security settings because their changes may override the settings that you have specified.

Configure security settings for macros

Use the following procedure to configure the default security setting for macros.

To configure security settings for macros

1. On the **Excel** menu, click **Preferences**.
2. Under **Sharing and Privacy**, click **Security**, and then select the **Warn before opening a file that contains macros** check box.