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Modify Excel Default Setting to Allow All Macros to Run

- Open Excel; any file (or no file) is fine as you will not be saving any files
- On your Excel tool bar at the top left, select "File" then "Options"
- In the new window that appears select "Trust Center" then "Trust Center Settings"
- Select the radio button next to "Enable all macros"
- Select "OK" when prompted to exit out of all screens
- Close Excel; there is no need to save the Excel file if you have one open
- *That's It! You will never need to complete this step again.*

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Steps to Modify Excel Default Setting to Allow All Macros to Run

The following steps illustrate how to modify the Excel default setting to allow all macros to run:

- Open Microsoft Excel and click on the **File** tab in the ribbon.
- Click on **Options** in the bottom right corner of the ribbon.
- In the **Excel Options** dialog box, click on **Trust Center** in the left-hand menu.
- In the **Trust Center** dialog box, click on **Macro Settings** in the left-hand menu.
- Under **Macro Settings**, select the radio button for **Enable all macros (not recommended; potentially dangerous code can run)**.
- Click **OK** to save the changes.