

ENABLING DISABLED MACROS IN EXCEL

Some of the Microsoft Excel file templates used by MOHCD have been designed as “macro-enabled” workbooks.

A “macro” is the term used by Excel to a type of programming or code that has been embedded into the design of the file. Macros are used to automate Excel functions that would otherwise require users to perform several sequential steps manually.

Because macros may be executed with very little control by each Excel user, there is also inherent security risk associated with any files that contain macros. Because of the security risks, IT staff that are responsible for supporting email systems and network storage systems may, as a default, have these systems setup to automatically disable any files that contain macros.

If you find that a macro-enabled Excel template that you downloaded from MOHCD is not working correctly and believe that the cause may be connected to auto-disabling of its macros, the information and links below provide guidance that can help decide if and how-to re-enable the macro functionality.

Please also seek guidance from the IT staff that support your organization!

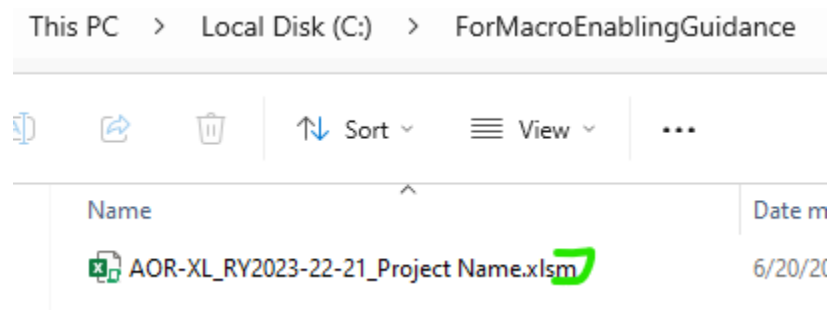
1. How to tell that you are using a Macro-enabled workbook file?

- A. This can be determined before opening the file by simply looking at the filename – but only if the file type extension is visible.

In some systems, it may be necessary to change settings before you are able to “see” the file type extension associated with each file. To do this, follow the instructions found here:

<https://www.autodesk.com/support/technical/article/caas/sfdcarticles/sfdcarticles/How-to-enable-hidden-file-extensions-in-Windows.html>

- B. Once you can see the file extension for the file, check to see that the file extension is “.xlsm”: example:



If you see a file extension other than “.xlsm”, you may need to download the original file again, and make sure that it gets saved as a macro-enabled workbook.

2. Has the Macro been blocked? / how to un-block

There are a variety of settings that can result in a macro being blocked. The websites links below cover many of the scenarios that MOHCD has seen, but may not cover everything.

*Because of the security risks associated with macro-enabled workbooks and the settings that are used to control them, **you should seek help from the IT staff** that support your organization as you try to find the relevant guidance/solution for your situation.*

A. A potentially dangerous macro has been blocked

(this describes a simple solution for what seems to be a common scenario)

<https://support.microsoft.com/en-us/topic/a-potentially-dangerous-macro-has-been-blocked-0952faa0-37e7-4316-b61d-5b5ed6024216>

B. How to enable macros in Excel and automate your work on a spreadsheet

<https://www.businessinsider.com/guides/tech/how-to-enable-macros-in-excel>

C. Enable or disable macros in Microsoft 365 files

<https://support.microsoft.com/en-us/office/enable-or-disable-macros-in-microsoft-365-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6>

D. Macros from the internet are blocked by default in Office

(this is lengthy and technical, but very thorough):

<https://learn.microsoft.com/en-us/deployoffice/security/internet-macros-blocked>