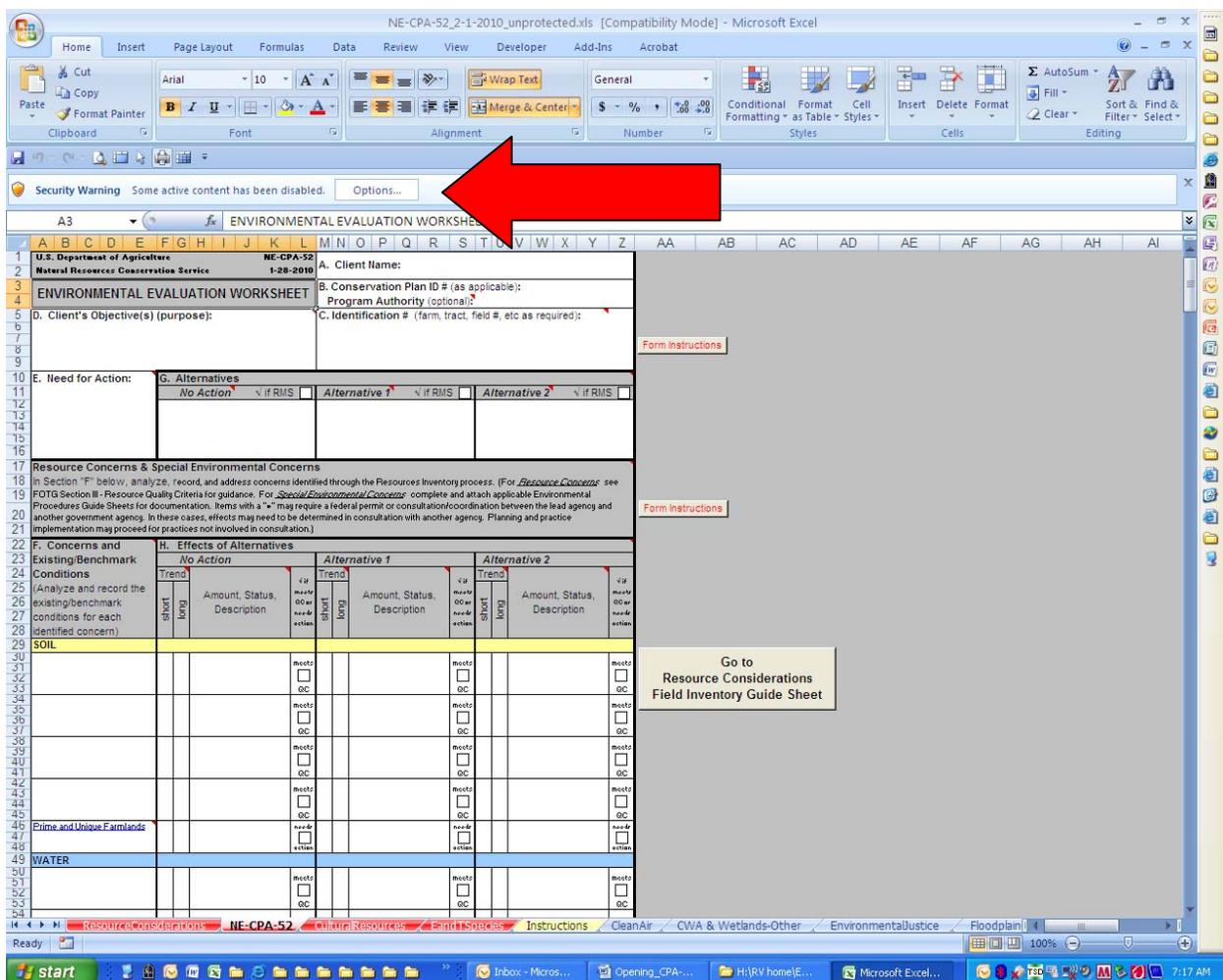


# Activating Macros in Office 2007

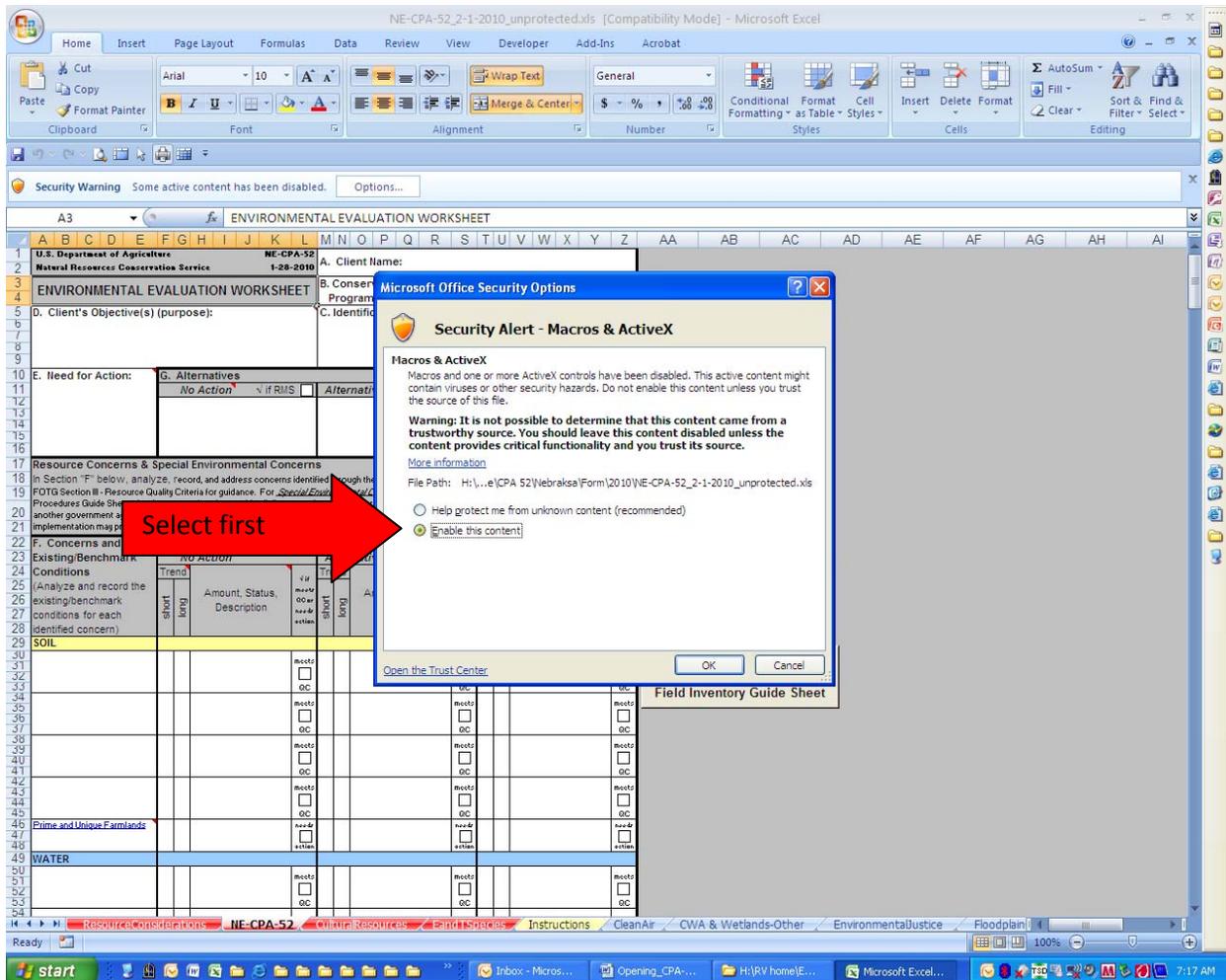
When using the CPA-52 or other Excel worksheets in Office 2007 you may encounter problems with the macros being disabled due to security settings. This may result in an error message when things such as links and check boxes are attempted to be used but are disabled. Below are instructions for a couple easy steps to take whenever you open a document that may contain macros. These steps must be taken when initially opening the document. If you forget to activate the macros when opening the document you can save whatever work you have done, close the document, and re-open it following the needed steps to activate the macros.

- Open document and notice the “Security Warning” that appears above the document window and below the ribbon (See graphic below) ●



- Select the “Options” button in the Security Warning and a “Microsoft Office Security Options” box will automatically open.

- In the *Microsoft Office Security Options* box and under *Macros & ActiveX* select “*Enable the content*” and then select “*OK*” at the bottom of the box. (See graphic below)



- It will take a few seconds for the document to reset and activate the macros and then you are ready to proceed.

These steps are required every time you open a document if you want all the macros activated. This is a safety/security setting due to a default macro security setting in Office 2007.

DO NOT reset your default Macro security setting in Excel to “Enable all macros”. Using this setting makes your computer vulnerable to potentially malicious code.