Training: Excel Version and File Settings

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Excel Version and File Settings

Step 0 – About Excel version

Microsoft 365 online doesn't support macros.

To use the Financial Plan, you must use a desktop version. Preferably a recent one.

EXCEL 2010 works almost fine, but you cannot open the hidden columns.

EXCEL 2016 works almost fine, but you may be missing some features.

EXCEL 2020 works fine. No problem was reported at this point.

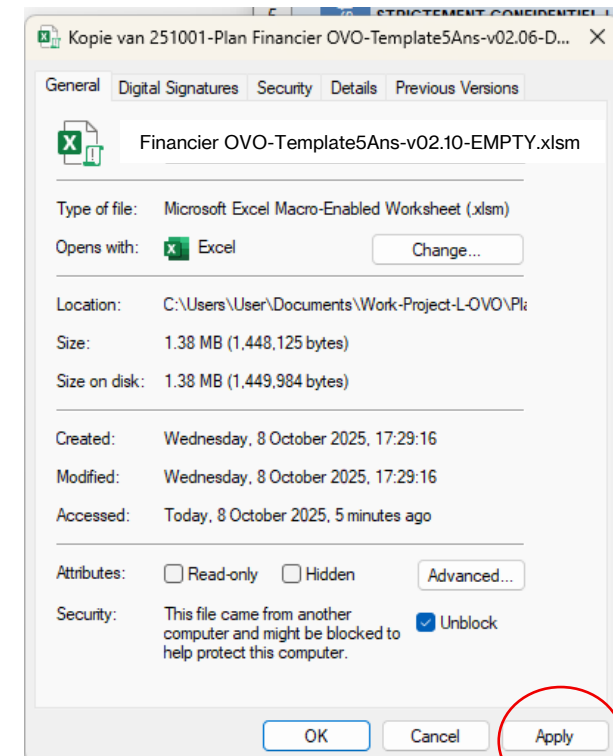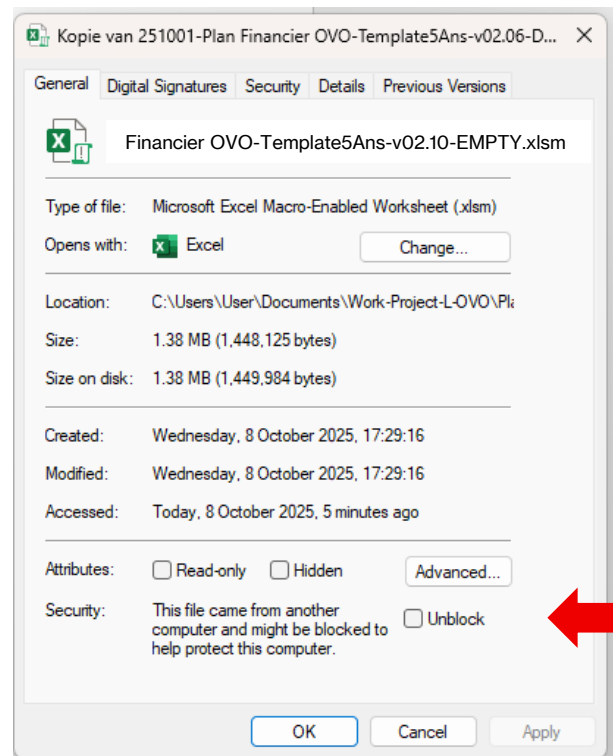**EXCEL 2025 is recommended.**

Step 1 – Before to Open the file

When you download a file from internet, intranet or save it from your mailbox, EXCEL may claim some security risks, as you downloaded the file from another source, and you are using macros.

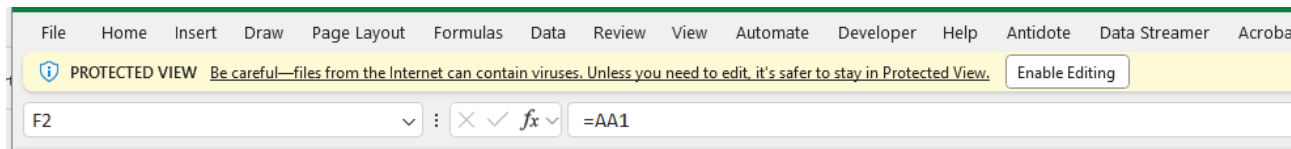**Please follow instructions here below (step 1 and step 2).**

Right click the file and choose <u>Properties</u> from the context menu

At the bottom of the <u>General</u> tab, select the <u>Unblock</u> checkbox and select <u>Apply</u>
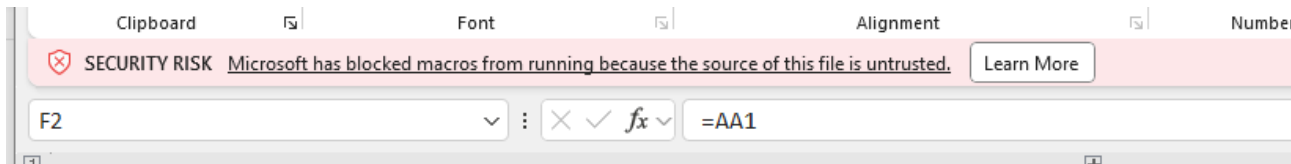
Step 2 – Open the file (1/2)
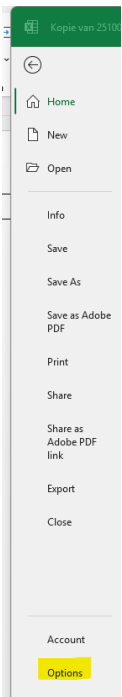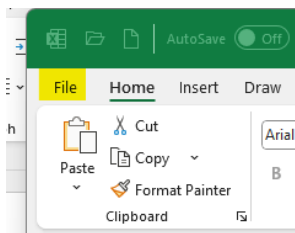
Click on Enable Editing

If you get this, it means that you have not done step 1. Close the file and proceed with STEP 1.

Otherwise, please continue with following instructions:
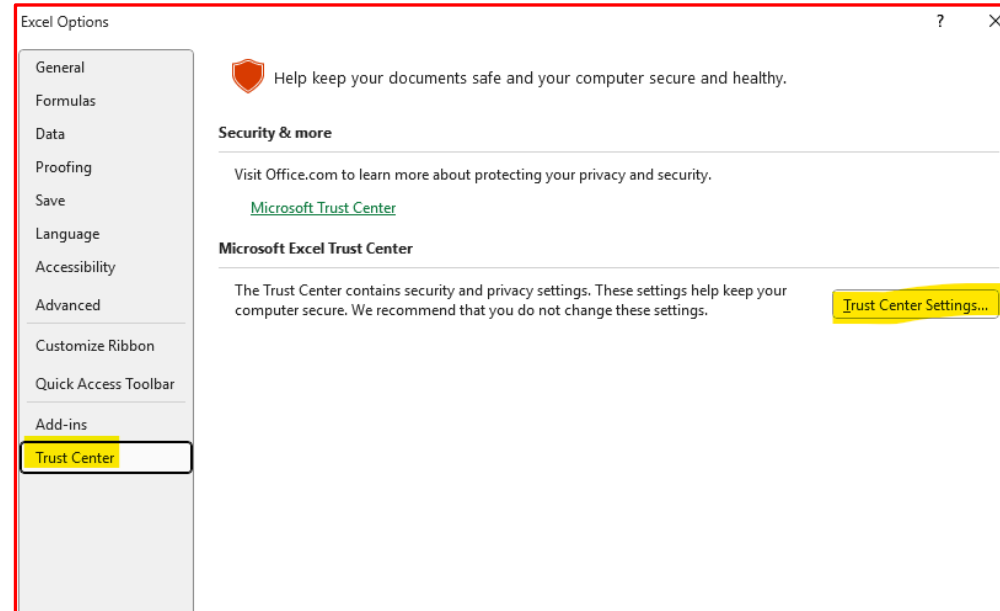
1. **Go to File Options**

Step 2 – Open the file (2/2)
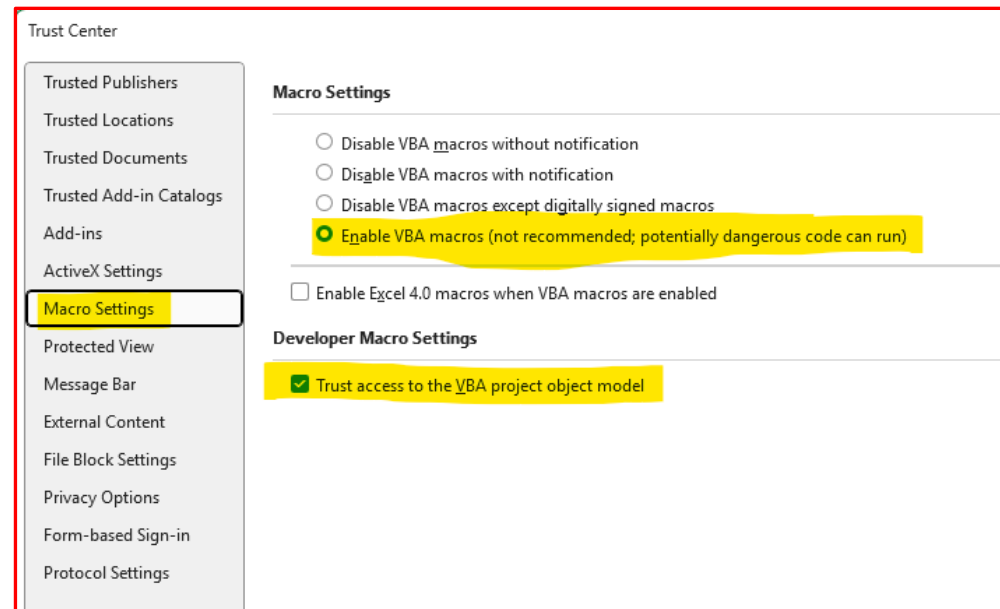
2. Select Trust Center (left column)
3. Select Trust Center Settings

4. Select Macro Settings (left column)
5. Enable VBA macros
6. Click the Trust access to VBA project

7. You are done. Enjoy.

Jean Beka