

1. For office 2007

- Go to office Home
- Click on "Excel Option Button"
- Click on " Trust Center "
- Double click on "Trust Center Setting Button"
- Click on "Macro setting"
- From the list choose "Enable all macros" by clicking on the radio button.
- Click "OK" button and close the excel file.
- Click "No" to close the excel file
- As usual open the excel file and start filling in the data.

2. For office 2003

- Click on "Tool" menu option
- Select "Macro" and click on "Security"
- Set the security level to "Low" by clicking on the radio button
- Click on "OK" button and close the excel file.
- Click "No" to close the excel file.
- As usual open the excel file and start filling in the data