# Navodilo za e-podpisovanje dokumentov in za preverjanje e-podpisa

## 1. E-podpisovanje dokumenta

#### a. Podpisovanje dokumenta v Excelu 2003

Po zaključku vpisovanja podatkov je priporočljivo preračun formul v dokumentu nastaviti na ročni (Tools/Options/Calculation = Manual). To je potrebno storiti iz razloga, ker se dokumenti, shranjeni v formatu xls (Excel 2003), ob odpiranju z Excelom 2007 in tudi z Excelom 2010 samodejno ponovno preračunajo. Ponovni preračun formul pa razveljavi elektronski podpis.

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Po tej nastavitvi, je treba dokument shraniti (Ctrl + S ali File/Save). Za e-podpisovanje je treba klikniti na gumb Digital Signatures v Tools/Options/Security:

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Po končanem podpisovanju se okna zapre: Digital Signature = OK, Options = OK, ravno tako dokument v Excelu. Morebitno ponovno shranjevanje dokumenta razveljavi e-podpis:

Microsof	ft Excel
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#### b. Podpisovanje dokumenta v Excelu 2007

Po končanem urejanju dokumenta se dokument shrani. Podpiše se s funkcijo Prepare/Add a Digital signature. Dosegljiva je s klikom na Office Button (okrogel gumb v skrajnem levem zgornjem kotu okna).

Najprej se pojavi opozorilo glede pravne veljavnosti e-podpisa – mogoče ga je izključiti:

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Microsoft Office digital signatures combine the familiarity of a paper signing experience with the convenience of a digital format. While this feature provides us evidentiary laws may vary by jurisdiction. Microsoft thus cannot warrant a digital signature's legal enforceability. The third-party digital signature service provious other levels of digital signature assurance.	ers with the ability to verify a document's integrity, ders available from the Office marketplace may offer
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Pred podpisovanjem je mogoče vpisati tudi razlog e-podpisovanja:

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Po končanem postopku pa lahko dobimo še obvestilo, da je dokument podpisan:

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#### c. Podpisovanje dokumenta v Excelu 2010

Po končanem urejanju dokumenta se dokument shrani. Podpiše se s funkcijo Protect Workbook/Add a Digital signature. Dosegljiva je s klikom na File/Info.

Najprej se pojavi opozorilo glede pravne veljavnosti e-podpisa – mogoče ga je izključiti:

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Microsoft Office digital signatures combine the familiarity of a paper signing experience with the convenience of a digi evidentiary laws may vary by jurisdiction. Microsoft thus cannot warrant a digital signature's legal enforceability. The other levels of digital signature assurance.	tal format. While this feature provides users with the ability to verify a document's integrity, third-party digital signature service providers available from the Office marketplace may offer
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# 2. Preverjanje elektronskega podpisa

### a. Preverjanje elektronskega podpisa v Excelu 2003

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## b. Preverjanje elektronskega podpisa v Excelu 2007

Podpisan dokument je označen z ikono spodaj levo. Po kliku na ikono se odpre okence Signatures na desni strani. Če je dokument pravilno podpisan, so podpisi (običajno eden) označeni kot Valid signatures:

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## c. Preverjanje elektronskega podpisa v Excelu 2010

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