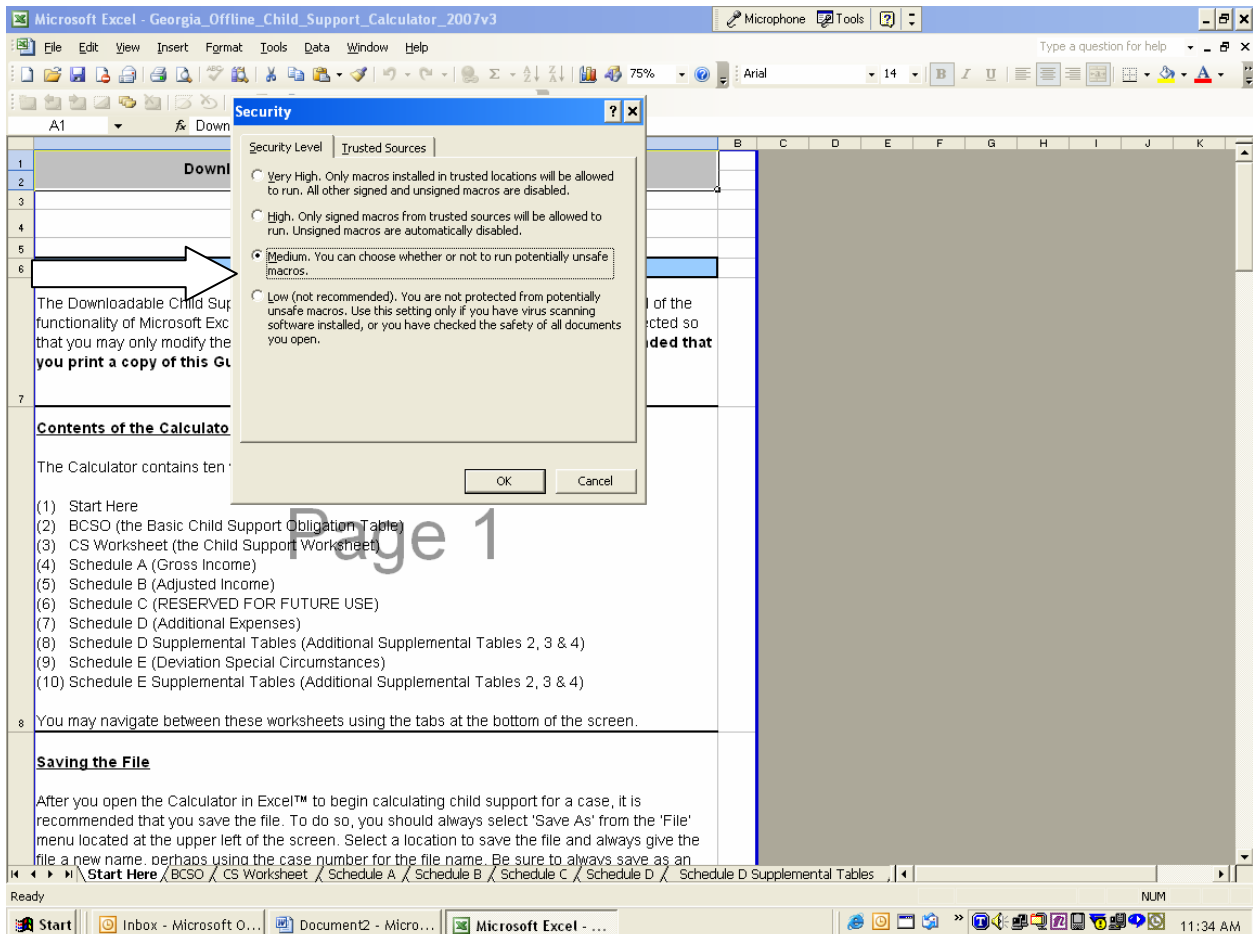


Getting Started with the New Excel Version of the Electronic Worksheet

With the new release of the Excel Version of the Electronic Worksheet on July 2, 2007, one of the features was to have the *Analysis ToolPak* automatically incorporated into the program. This eliminated the need for manually activating the Analysis ToolPak from the Toolbar/*Tools/Add-Ins* the first time one used the new release of the Excel version of the electronic worksheet.

Even under this new release, though, one still had to check the Security Settings. One still has to go to the Toolbar and click *Tools*. From *Tools*, one has to click on *Macro*. At *Macro*, one had to click *Security*. In the Security Box, one has to ensure that the setting is set at either *Medium* (the preferred setting) or *Low*. Please Note: When opening the Excel Worksheet each time, one may receive a box asking whether to disable or enable the macros. Please always click **ENABLE**.



Yet, many persons have found, especially those connected to a network system, that despite setting the security, they are receiving a code in many of the fields resembling: #NAME?

If you are experiencing this issue, the way to fix is to manually activate the Analysis ToolPak. It appears there may be a block on your computer program. It is a one-time fix on each computer that you may use. To do so: Click *Tools* on Toolbar. Find *Add-Ins* and click it. A box will appear. Make sure you check the box for *Analysis ToolPak*. See illustration below. This should fix the problem. Any other questions, please contact me at 404-463-1849 or radwinj@gaaoc.us. Thanks! Jill Radwin

