

The interactive forms available on the Grading and Base web site require Microsoft Excel 2000 or a newer version.

You may need to change some of the settings in Excel after it is opened and before you open any of the forms.

First

- (1) Click on **Tools**.
- (2) Drag your cursor down to **Macro**.
- (3) Drag the cursor over and down to **Security** and click.
- (4) **Security Level** should be set on **Low**.

Next,

- (1) Click on **Tools**.
- (2) Drag your cursor down to **Add-Ins** and click.
- (3) **Analysis ToolPak** and **Analysis ToolPak – VBA** must have check marks by them.
- (4) You may need to contact your IT personel if the tool packs are not loaded onto your computer.
- (5) Close Excel and reopen with the interactive forms.
- (6) Please call the Grading and Base office if you encounter more problems.