

Macro Guidance

Before opening this Workbook, please ensure the Macro Security Settings are appropriate. To check please action the following:

Excel 2003 and earlier

- Open Microsoft Excel
- From the Toolbar, select Tools>Macro>Security, choose Medium and click OK
- Close Microsoft Excel

Excel 2007

- Open Microsoft Excel
- From the Toolbar, select Developer (if this is not visible, click on the Office Button, choose Excel Options and then Show Developer tab in the Ribbon before finally clicking OK) then Macro Security, followed by Macro Settings. Then choose Enable all Macros and click OK. The Links below explain both of these Procedures if you require further instruction:
[Show the Developer Tab](#) [Macro Security Settings](#)
- Close Microsoft Excel

Excel 2010

- Open Microsoft Excel
- From the Toolbar, click on the File tab, choose Options from the left sidebar. In Options, select Trust Center and then Macro Settings, followed by Enable all Macros and click OK. The Link below explains this Procedure if you require further instruction:
[Macro Security Settings](#)
- Close Microsoft Excel