

**Before opening a MS Excel Topic file, change Excel's Macros security level.**

In Excel 2007 - click the Office Button (top left of screen) - Excel Options Trust center - Trust center settings - Macro settings - then select either

- 1** Enable all macros, OK (macros work immediately when topic files open)
- 2** Disable all macros with notification, OK (When topic files open a security warning buttons appears. Click Options, select Enable this content, OK)

In Excel 2010 or 2013 - click the File tab, click Options, click Trust Center Click Trust center settings - Macro settings

As above, one of the two options **1** or **2** should be chosen

When a Topic File opens and macros are enabled, Full Screen view occurs and toolbars are hidden. Toolbars reappear when the Topic File closes.

The Menu [ ≡ ] screen of each Topic File lists teaching and assessment objectives taken from the National Curriculum or your Scheme of Work. Below each objective are buttons which link to activity screens. Look out for Next [ → ] buttons on activity screens which progress activities further.

### **Buttons, clues and switch macros**

Buttons are placed so they are operated sequentially from top to bottom and left to right. Pressing refresh [ ↻ ] generates new problems or diagrams which are based upon a random data set within set parameters. Some screens allow the user to define values e.g. [ +n ] or [ -n ] buttons. Below these controls are transparent 'clue' buttons which once pressed disappear to reveal additional information to assist with the sequence of solution to a problem, provide differentiation or annotate diagrams.

Information may also be revealed by pressing on or to the right of equals (=) signs, within the body of tables or on **highlighted** answer cells. These buttons control switch macros, the information will be hidden if pressed for a second time. Pressing on the revealed content also hides/shows it. Some 'feature' buttons have text labels explaining their action. If content is obscured by the cursor click on the dark blue text (top of visible screen). Some macros incorporate time-delayed animation or a multi-staged reveal. Pressing more than one button reveals information in the order pressed.

Note - Occasionally content falls out of Full Screen view and Excel's toolbars appear. Click [ ≡ ] or the top of the visible screen to go Full Screen.