

## **Instructions - Trinity Maths**

**Before you open a MS Excel Topic File, change Excel's Macros security settings.**

**Open Excel. Click Options (bottom left) or click the File tab then More... Options. click Trust Center, Trust Center Settings, Macro Settings, Enable all macros.**

**Close Excel then open a Topic File or open a Topic File using the File tab.**

**If macros are enabled when a Topic File opens, Full Screen view occurs and Excel's toolbars are hidden. Toolbars reappear when the Topic File is closed. If macros are not enabled, when a Topic File opens, click Enable Content box. Full Screen view then occurs and Excel's toolbars are hidden until it's closed.**

**The Menu screen of each Topic File lists teaching and assessment objectives taken from the National Curriculum or your Scheme of Work. Next to each objective are buttons which link the user to activity screens. Look out for Next buttons (blue arrows) which progress activities further.**

**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 have user-defined values controlled using + or – 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 or provide differentiation or annotate a diagram etc. Information may also be revealed by pressing on equals signs, ... symbols, highlighted answer cells, feature buttons or on cells within tables.**

**Buttons control switch macros so the information will be hidden if pressed for a second time. Pressing on the revealed content also hides or shows it. Some 'feature' buttons have text labels explaining their action. If content is obscured by the cursor, click on a different white part of the visible screen. Some macros incorporate time-delayed animation or a multi-staged reveal. Pressing more than one button reveals information in the order pressed.**

**If Excel falls out of Full Screen view and Excel's toolbars appear, then click the top of the visible screen to go Full Screen. Alternatively return to Menu.**

**For more information visit: [www.trinitymaths.com](http://www.trinitymaths.com)**

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