

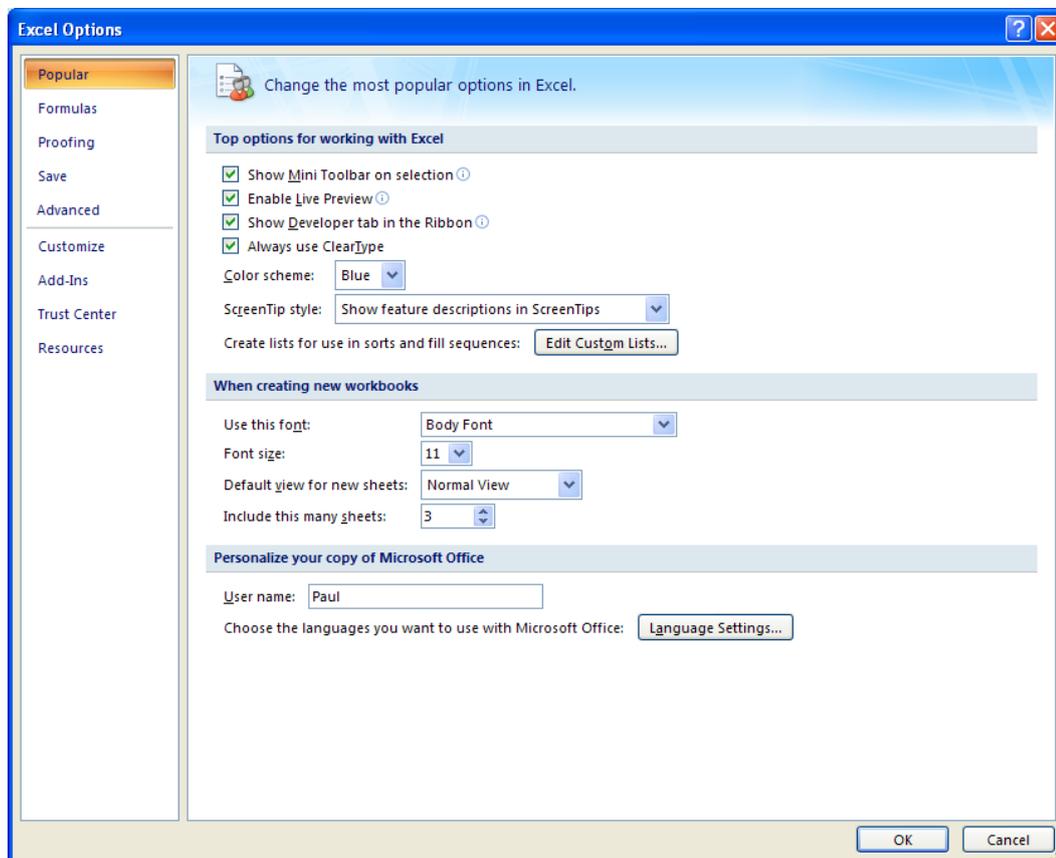
Using the Student Sorting Kit with Excel 2007 (and later)

The Student Sorting Kit will run very satisfactorily in “compatibility mode” with Excel 2007 and later. However, certain features work differently in the most recent versions of Excel on account of its new file types, security features and interface. If you are using the most recent versions of Excel (2007 or later), you should know the following before working with macro-driven programs such as the Student Sorting Kit:

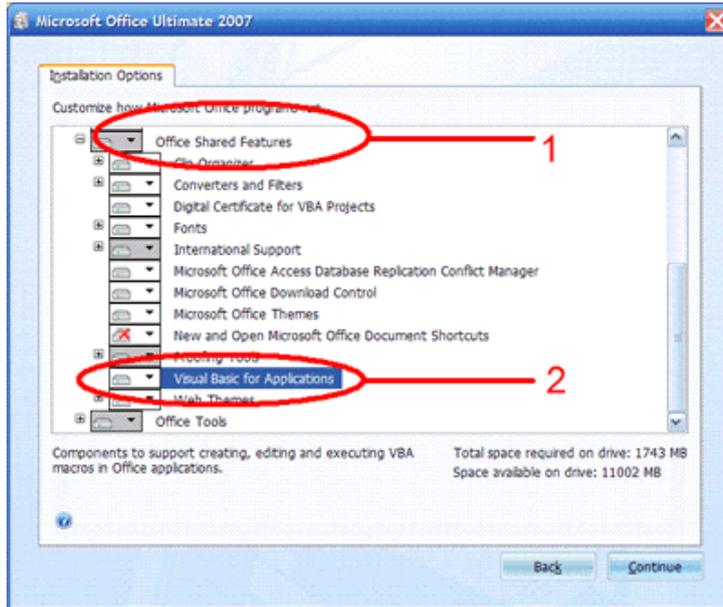
Possible Problem 1

Some installations of Office 2007 (and later) do not automatically load the VBA programming language needed to run applications such as the Student Sorting Kit. To check that your installation has the ability to run macros follow these instructions:

1. Click the Office logo in the top-left of your Excel window
2. Click the “Excel Options” button
3. You will be presented with this window



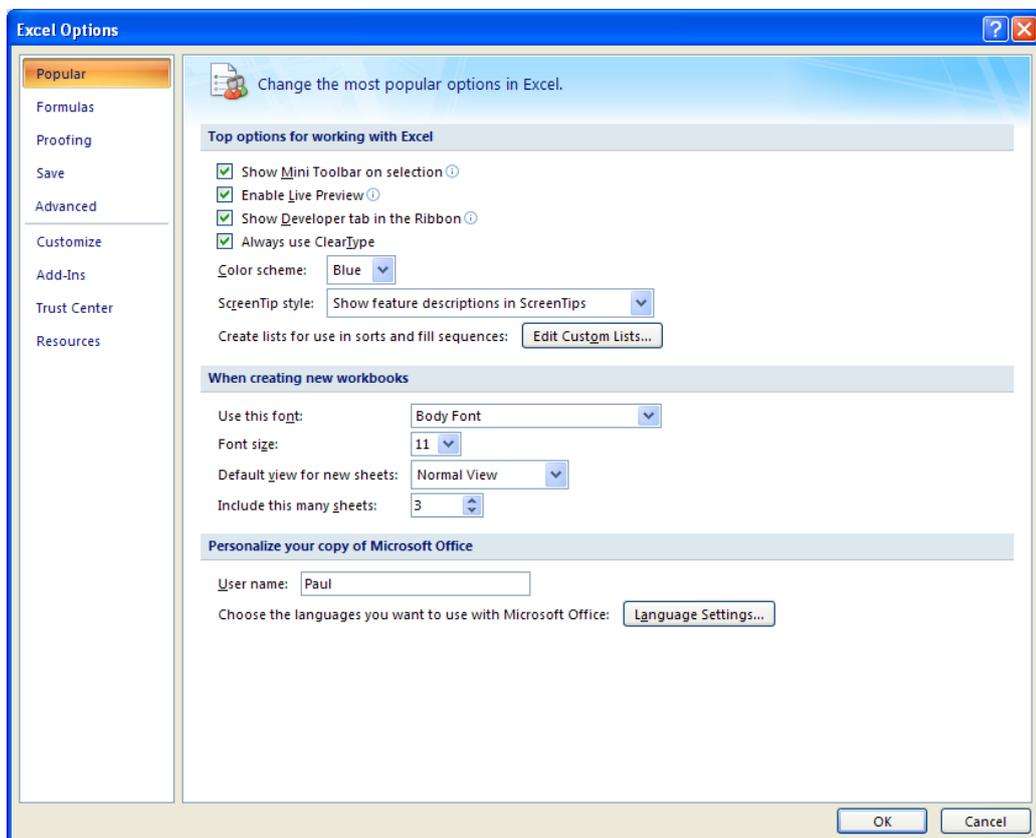
4. Choose “Popular” and tick the box to “Show Developer tab in the ribbon”
5. Click OK. You should now see a tab entitled “Developer” close to the top of your Excel window
6. Click the “Developer” tab and have a close look at the “Visual Basic” button, top-left. If it is not greyed out then your installation of Excel is fine. If it is greyed out then Visual Basic has not been installed yet. To install Visual Basic, you need the original installation medium (DVD or downloaded file) for Excel (or Office) and to use the customize option to select and install Visual Basic for Applications which is located within the Office Shared Features



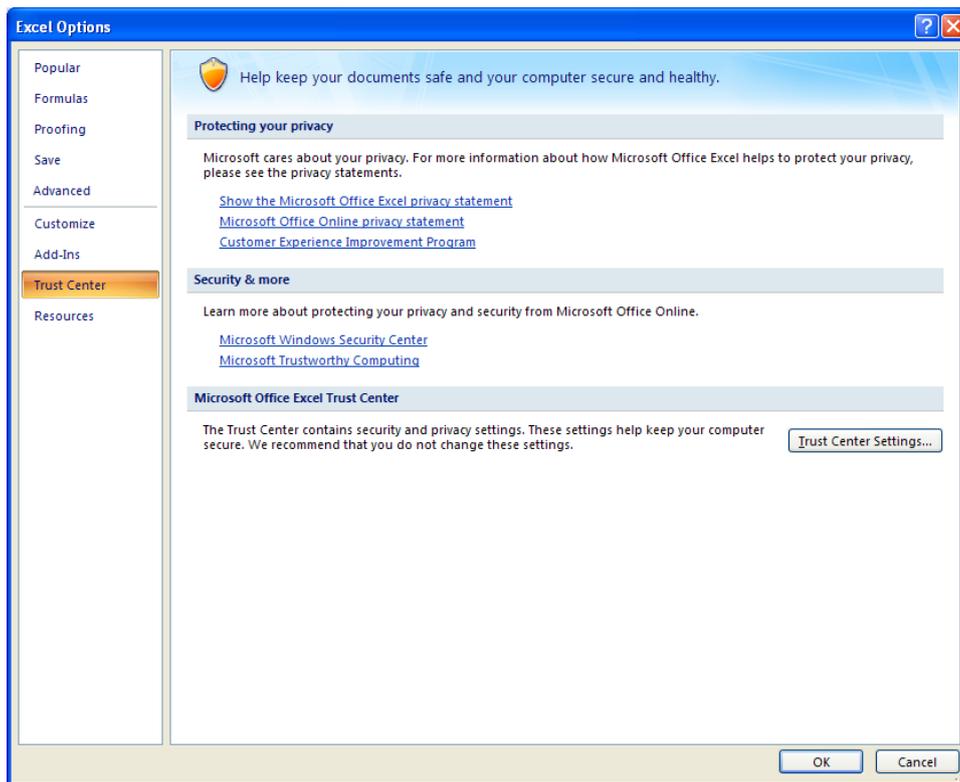
Possible Problem 2

Now that you are sure you have Visual Basic installed with your version of Excel, you must ensure you allow the macros (the programming bit) to run. To do this you must make certain choices with your security settings:

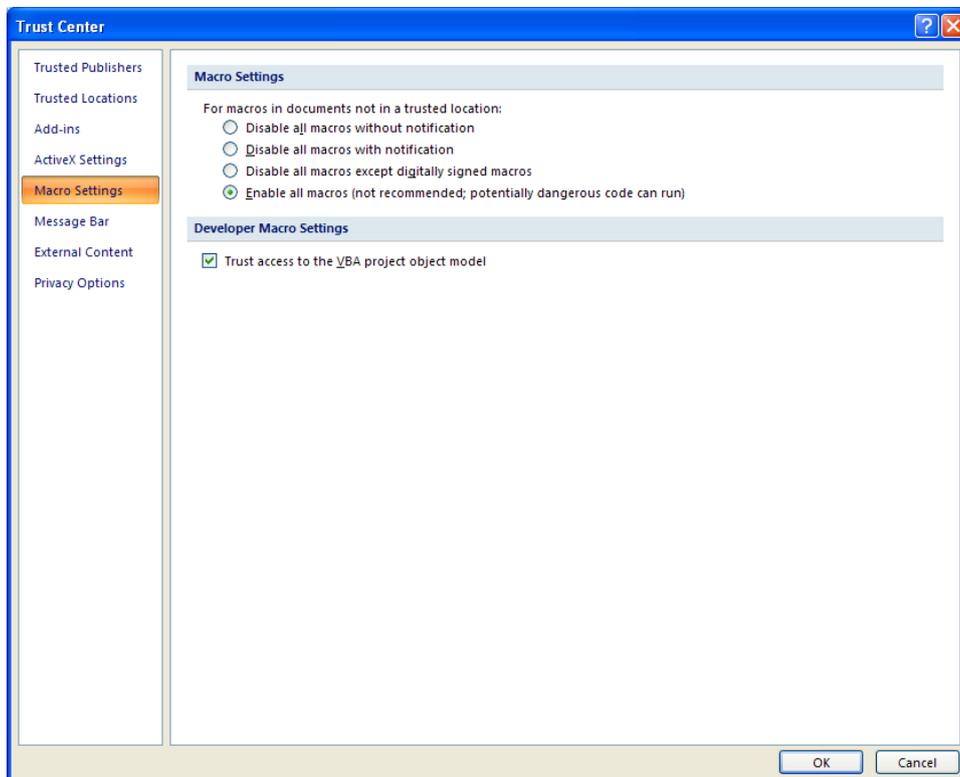
1. Click the Office logo in the top-left of your Excel window
2. Click the "Excel Options" button. You will be presented with this window



3. Choose “Trust Centre”

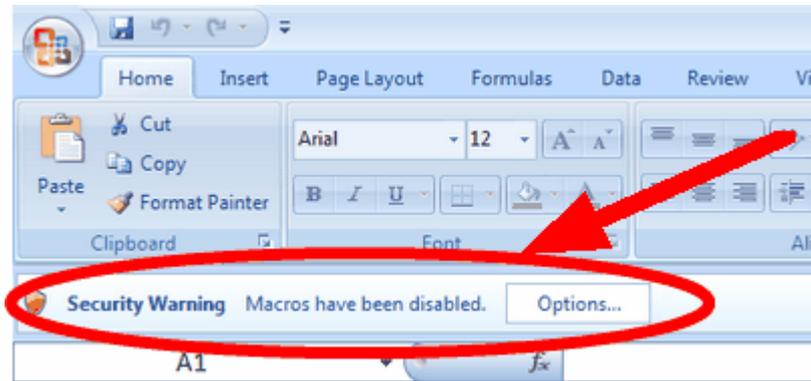


4. Click the “Trust Center Settings” button



5. Choose the “Macro Settings” option and
a) Tick the box “Trust access to the VBA project object model” and

- b) Choose either “Disable all macros with notification” or “Enable all macros (not recommended, potentially dangerous code can run)”.
- 6. Click OK and then OK again
- 7. Now open the Student Sorting Kit
- 8. On opening (depending on your choice in 6(b) you may be presented with a warning (look out for it!)



- 9. If this warning appears, click the “Options” part and tick “Enable this content”



- 10. The Student Sorting Kit should now function normally. You will also see at the very top of your screen that Excel is running in “compatibility mode”. This is correct.

Possible Problem 3

When you want to save your work, Excel 2007 presents you with many choices of format for your new file. Unfortunately, two of the most tempting ones may lead you into difficulties so please use our recommended method:

Excel 97-2003 Workbook format

Our **recommended** “Save As” file format is **Excel 97-2003 Workbook**. This preserves your work and the program in its original form. It also has the advantage that you will be able to open the file on workstations with any version of Excel.

Excel Workbook –Default format

This **must not be used** because, on saving, the macro programming will be entirely stripped out leaving you with just your student information but no sorting utilities at all.

Macro-Enabled Workbook format

This sounds very tempting (the Student Sorting Kit converted into the new Excel 2007 format with all its macros intact!). This actually saves your work but, unfortunately, also saves the Sorting Kit macros in a new encrypted form. When you try to open the file again it is very common to find that the macros have been disabled and Excel will not allow you to enable them because “Excel could not detect a virus scanner capable of checking encrypted files”. * We therefore do not (at the moment) recommend this method.

** So many Office 2007 users have been frustrated by this problem (just google it!) that Microsoft have released a workaround (to be followed at your own risk!) Here is the link*

<http://support.microsoft.com/kb/927150>