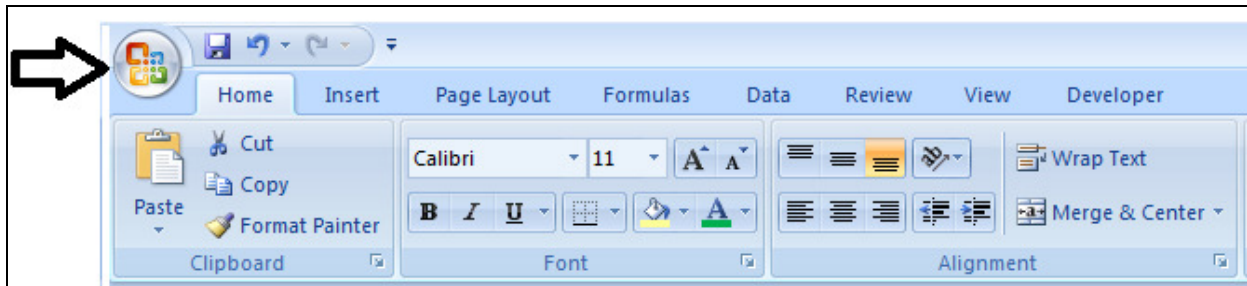


EXCEL 2007 Setup for Kairos Inside Excellence Initiative

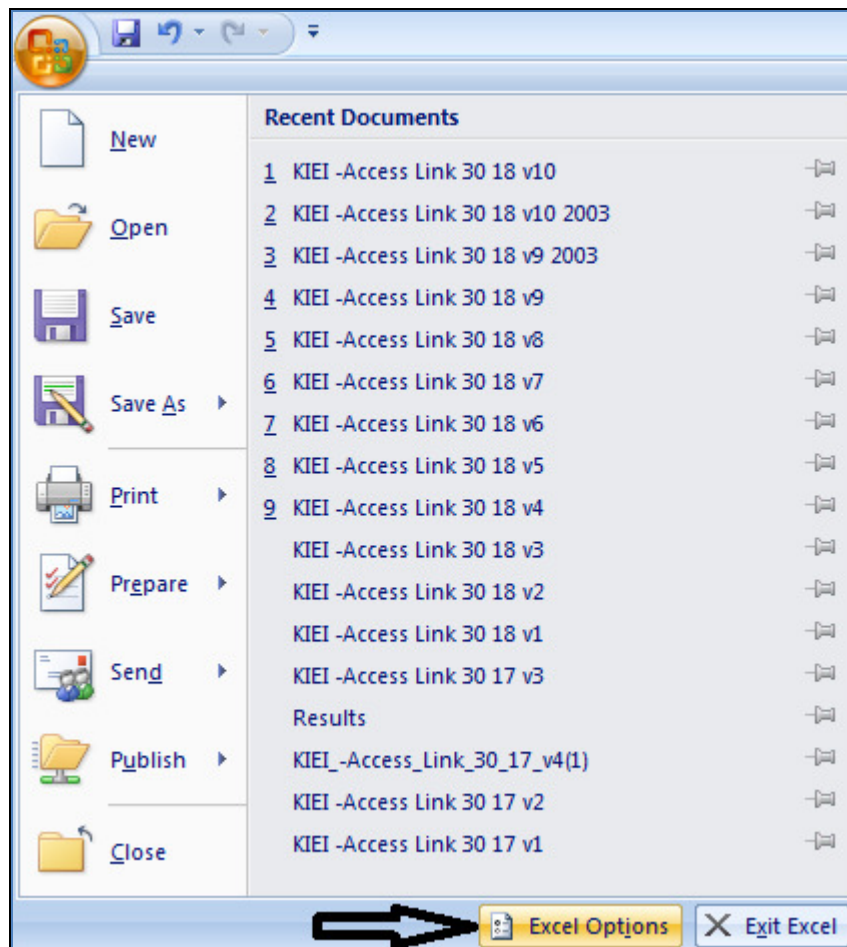
Kairos Inside Excellence Initiative is being implemented on an Excel Spreadsheet that uses macros in the background to automatically total the data and change some text to red. You will see this as you use it.

You will need to 'Enable Macros' in Excel before you work with the spreadsheet. Please follow these instructions to 'Enable Macros'.

1. Start Excel and do not open the spreadsheet yet. Click on the circle containing the Microsoft Office Logo in the top left corner of Excel as shown below.

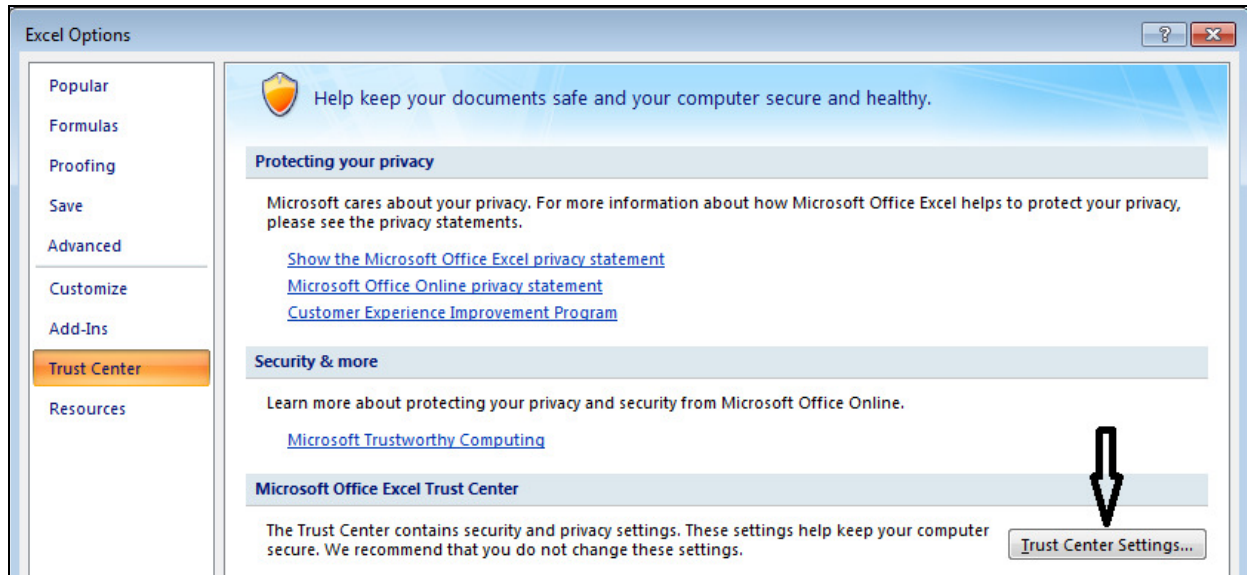


2. The following menu will be displayed. Click on the 'Excel Options' button on the bottom of the display. I have pointed to it with a black arrow.

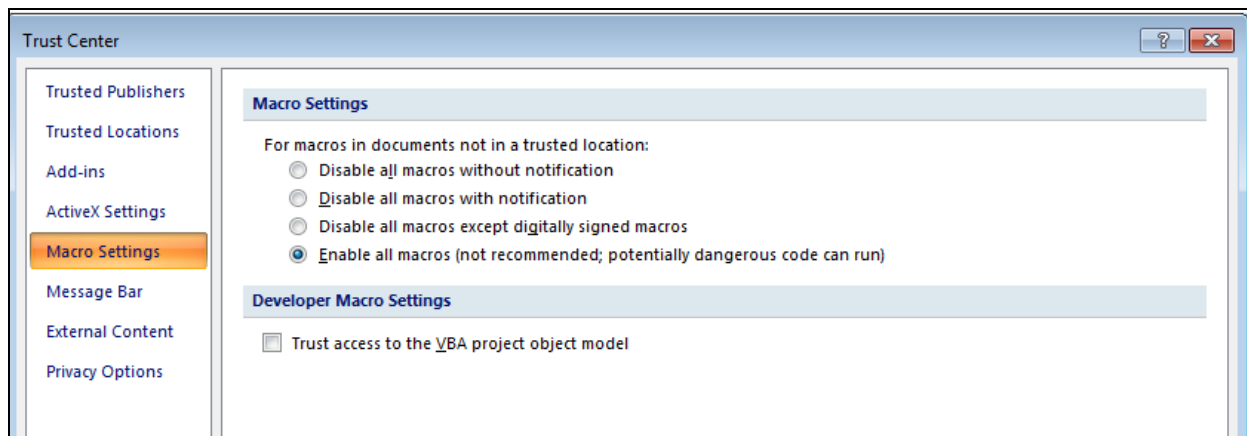


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3. The following display will appear and click on the button in the lower right corner that contains the words 'Trust Center Settings'.



4. Now, click the button for 'Enable all Macros'. Make sure it is highlighted as seen below.



5. Click the 'OK' button on this dialog.
6. Click the 'OK' button on the 'Excel Options' dialog (the previous dialog).
7. Open the Kairos Inside Excellence Initiative Spreadsheet.