Read Me – Excel 2002 to 2010

The math 209 files are in a zipped file math209files.zip. This file can be copied to your computer and used to install the Excel files you need in the course. Follow these directions.

Note to Mac Users: Many of the files for this course use Excel macros. Versions of Excel for the Mac, **except for the 2008 release,** should support the Visual Basic macro language needed to run these programs. Unfortunately, Mac Office 2008 did not provide that support. You will need to update your Office installation to 2011 or find an older (pre-2008) release of Office for the Mac to run these files on your home computer.

1. Copying the files

   a) Create a folder on your computer called math209. Download the file from the Math Department website to that folder.
   b) Double click on the copied file on your computer. When you are prompted for a folder in which to unzip the files, browse to the math209 folder you created in a). The zip file will open and the course files (in appropriate folders) will be created in your math209 folder.

2. Security Issues

Some of the files contain "macros", which are short programs that automate certain actions by Excel. Since macros can potentially be harmful, Excel creates obstacles to having them run without your approval. The files for math 209 are safe. Different versions of Excel have different options for handling security. Please read the method appropriate to your version of Excel:

Excel 2002/2003

   a) Click on the Tools menu in Excel, then on Macros. Select the "Security" option.
   b) If you have a virus checker installed that is updated automatically each day, then you can select the "low" security setting. With this setting, all macros will run on any spreadsheet without your intervention.   If you do not keep your virus checker updated daily (or you are not sure), then select the "medium" security level. With this setting, you will be notified when a spreadsheet contains a macro file and will be asked whether to allow the macro to run. This message only occurs the first time in a session that you access such a file. For the files included in this distribution you should permit the macros to run when so requested.

Excel 2007

   a) Click the Excel Options button in the upper left corner of the home window. Select the link Excel Options and then click on Trust Center.

b) From the Trust Center go to the link for Trusted Locations and click on Add New Location. Browse to the math209 folder you created in 1a). Be sure to select the check box to include all subfolders.

Excel will now open any of these files without complaining.

Excel 2010
a) Click on the File tab and click on the Options item.
b) Click on the Trust Center link and then on the link to Trust Center Settings.
c) Click on Trusted Locations and then the Add New Location button. Browse to the math209 folder you created in 1a) and add it to the list. Be sure to select the check box to include all subfolders.

Excel will now open any of these files without complaining.

3. Adding files at startup:

One of the files, stats.xla, is an add-in package. This package adds a number of statistics programs that will be useful later in the course. You can load this file into the XLStart folder so that it will be added automatically when you start Excel. In Excel 2003 the added commands will appear under a new menu on the menu bar called Stats. In Excel 2007 or later, you will see Stats listed as one of the installed add-ins on the Add-In tab. Clicking on the Stats name will display a drop-down menu of new statistics commands.

To install the add-in file so that it is loaded automatically, follow these steps:
a) Copy the file using File manager or by right-clicking on the file name and selecting "copy".
b) Using the file system for your version of Windows, go to the XLStart folder on your system. This can be found in the directory

c:\Program Files\Microsoft Office\Officexx\XLStart.

For Excel 2002 or 2003 the folder Officexx is Office10 or Office11
For Excel 2007 the folder Officexx is Office12
For Excel 2010 the folder Officexx is Office14
c) Paste the file "stats.xla" into the XLStart folder.