

## Microsoft Excel Settings: Office 2007 Edition

The model spreadsheets require the use of a Macro, so this feature will have to be enabled in Microsoft ® Office 2007 version of Excel by performing the following steps:

1. Close any open Excel spreadsheets and open a new blank Excel spreadsheet file
2. Click on the **Microsoft ® Office Button**
3. Select **Excel Options** on the bottom of the menu
4. Under **Add-Ins**, select **Solver Add-in**
5. Select **Go** at the bottom of the menu, then select the check box next to **Solver Add-in**, then click **OK**
6. Completely close Excel, then reopen Excel and load the desired model spreadsheet file (make sure that the model spreadsheet file is the only open Excel file)
7. Click on the **Microsoft ® Office Button**
8. Select **Excel Options** on the bottom of the menu
9. Under **Popular**, select the check box next to **Show Developer tab in the Ribbon**
10. On the **Developer** tab, click **Visual Basic** (this will open a new window)
11. In the **Microsoft Visual Basic** window, click on **Tools**, then click on **References**
12. If there is a checkbox labeled **SOLVER**, make sure that it is checked, then click **OK**. If there is NOT a checkbox labeled **SOLVER**, you will have to add this reference. You can use the **Browse** button to load the **SOLVER** file on your computer.
  - a. For Windows machines, this should be located at C:\\Program Files\\Microsoft Office\\Office12\\Library\\SOLVER.
    - i. Remember to select the **Files of type: “Microsoft Office Excel Files”** to locate the **SOLVER** file and NOT the SOLVER32.DLL file
  - b. Click **Open** to load the **SOLVER** file, then click **OK**.
13. Completely close **Microsoft Visual Basic**.
14. **Save** the open model spreadsheet file, then completely close Excel and reopen the saved model spreadsheet file.
15. You are now ready to begin using the model spreadsheet file. **Follow the instructions listed at the top of each spreadsheet to run the model.** *Note that you may have to repeat the steps above for each model spreadsheet file.*