C10 Download Instructions

- 1. Before using the C10 File Spreadsheet, do the steps outlined below.
 - a. Download and install Office 2007 service pack 2 by clicking on the link below. Click the download button next to this file office2007sp2-kb953195-fullfile-en-us.exe.
 - b. Follow the instructions from Microsoft's website.

http://www.microsoft.com/download/en/details.aspx?id=5

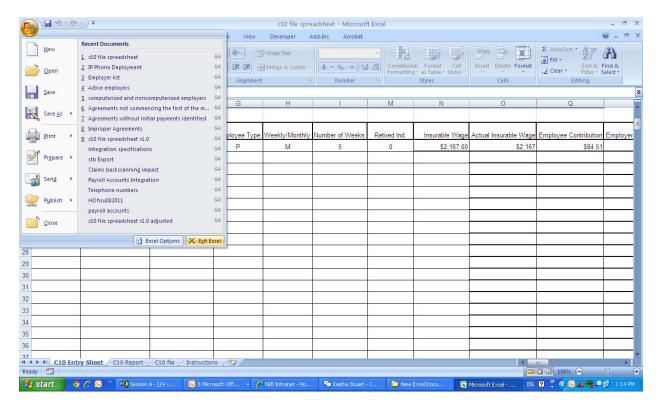
After successfully downloading the service pack above, download the C10 file spreadsheet.

Open the spreadsheet and follow the instructions below under the title **How to enable Macros**.

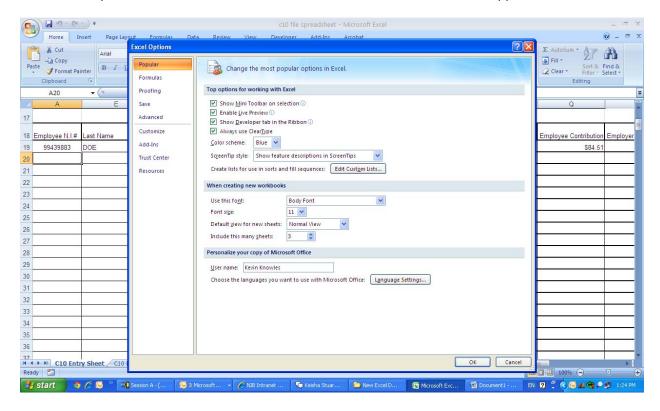
How to enable Macros

Please follow the steps below:

1. Open the C10 Entry Sheet and click the Office button at the upper left.

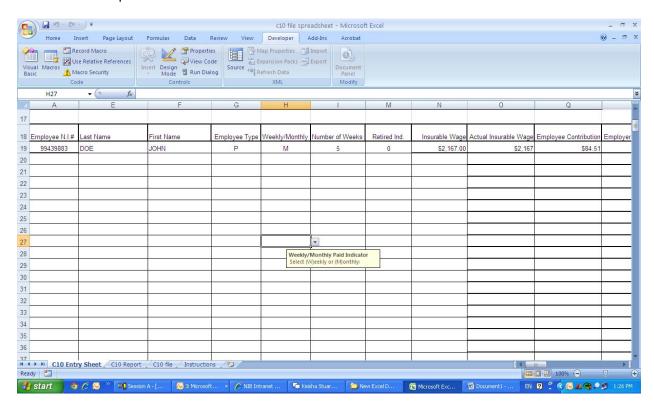


Select Excel Options at the bottom of the Office Menu. The window below will appear.

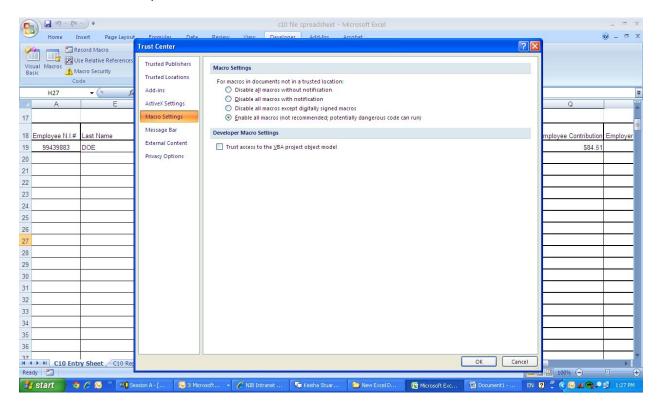


Select "Show Developer Tab in Ribbon" (third item from the top) and click ok.

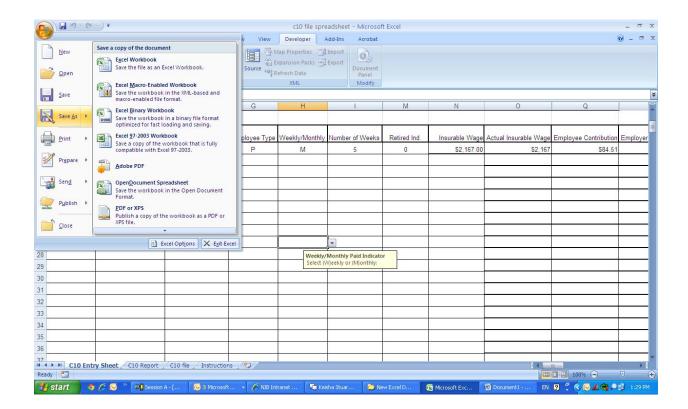
Select the Developer menu: See below



Click on Macro Security: See below:



Select "Enable all Macros (not recommended; potentially dangerous code can run) followed by the "OK" button. Save the Spreadsheet.



Reboot the computer following this action.

c. Please save the C10 file spreadsheet, then reboot your PC. Open the C10 File Spreadsheet and read the instruction sheet before entering data.

Note: This spreadsheet is for use by **employers only** and is not intended for use by self-employed persons.