

GUIDE – ESTIMATED LD CALCULATOR

Open file and click on “Enable Editing”.

The screenshot shows the Microsoft Excel interface with the 'Estimated LD Calculation Form' open in Protected View. The ribbon at the top includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Developer, Help, and Kofax PDF. A yellow banner at the top of the worksheet area reads: 'PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.' A red box highlights the 'Enable Editing' button in the top right corner of the banner. The worksheet grid shows columns A through J and rows 1 through 26. The form content is as follows:

Estimated LD Calculation Form

**All fields are mandatory. Please do not leave any blanks.*

- * Undergraduate Matric No.:
- * Matriculation Year: e.g. 2019, 2020
- * Scholarship Scheme
- * Degree Type
- * Do you have any existing BG placed for your deferment?
- * Please enter your BG amount, if any
(BG is in SGD, please do not key in \$ sign)

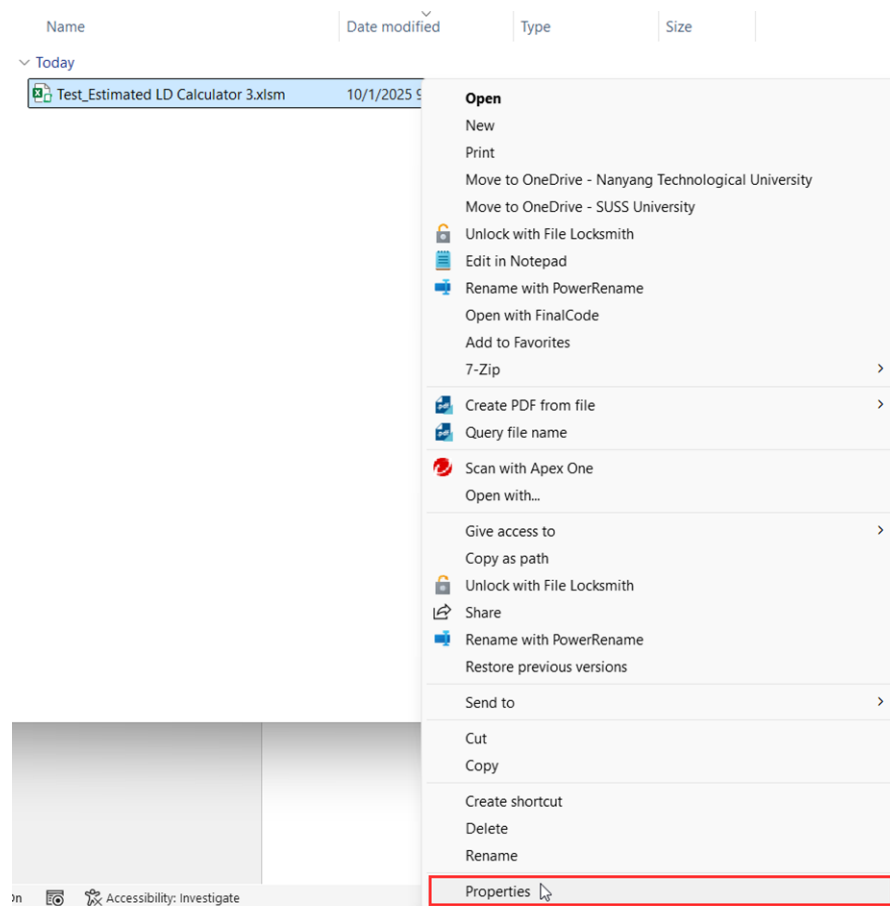
At the bottom of the form are two buttons: **Reset** and **Submit**.

If security risk shows up, you will have to unblock the file.

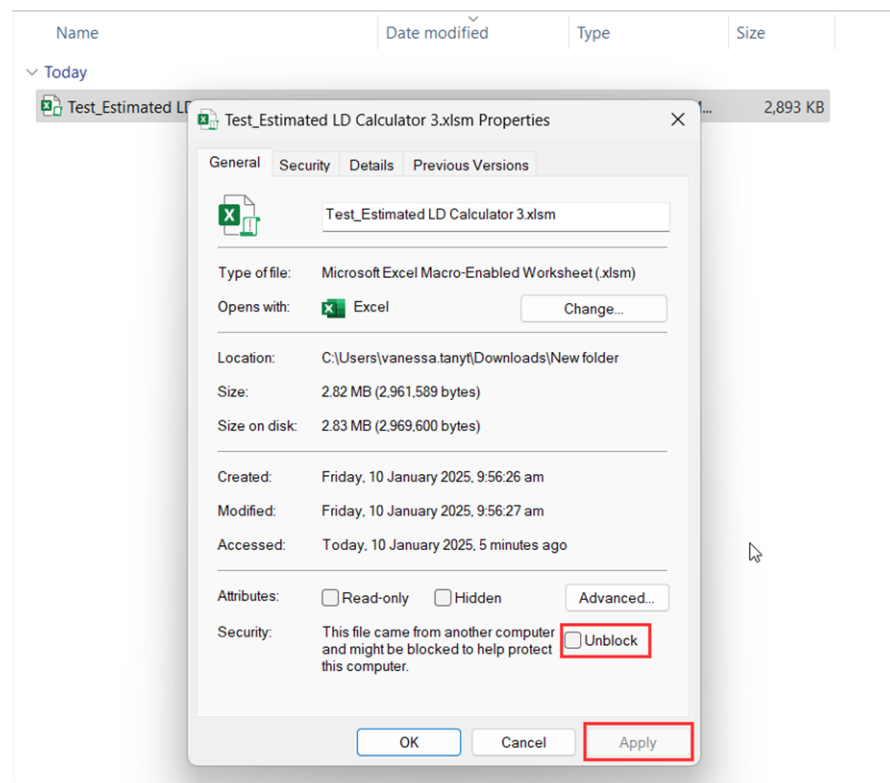
This screenshot shows the same Excel interface as the previous one, but with a red security warning banner at the top of the worksheet area. The banner reads: 'SECURITY RISK Microsoft has blocked macros from running because the source of this file is untrusted. Learn More'. The 'Estimated LD Calculation Form' content is identical to the previous screenshot, including the form fields and the 'Reset' and 'Submit' buttons.

GUIDE – ESTIMATED LD CALCULATOR

Step 1: Exit the file, go to Properties.



Step 2: Tick Unblock, then Apply.

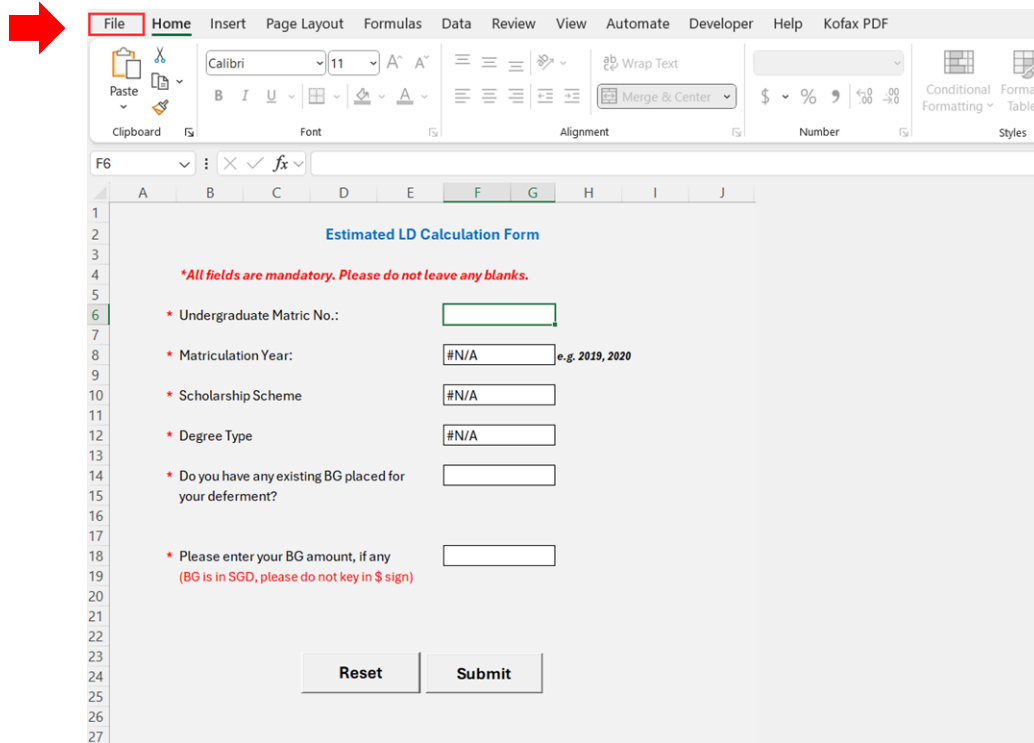


GUIDE – ESTIMATED LD CALCULATOR

Afterwards, enable Macros in the Excel settings.

*Please note if Macros is not enabled, the calculator will not work as intended.

Step 1: Click “File” then navigate to “Options”.

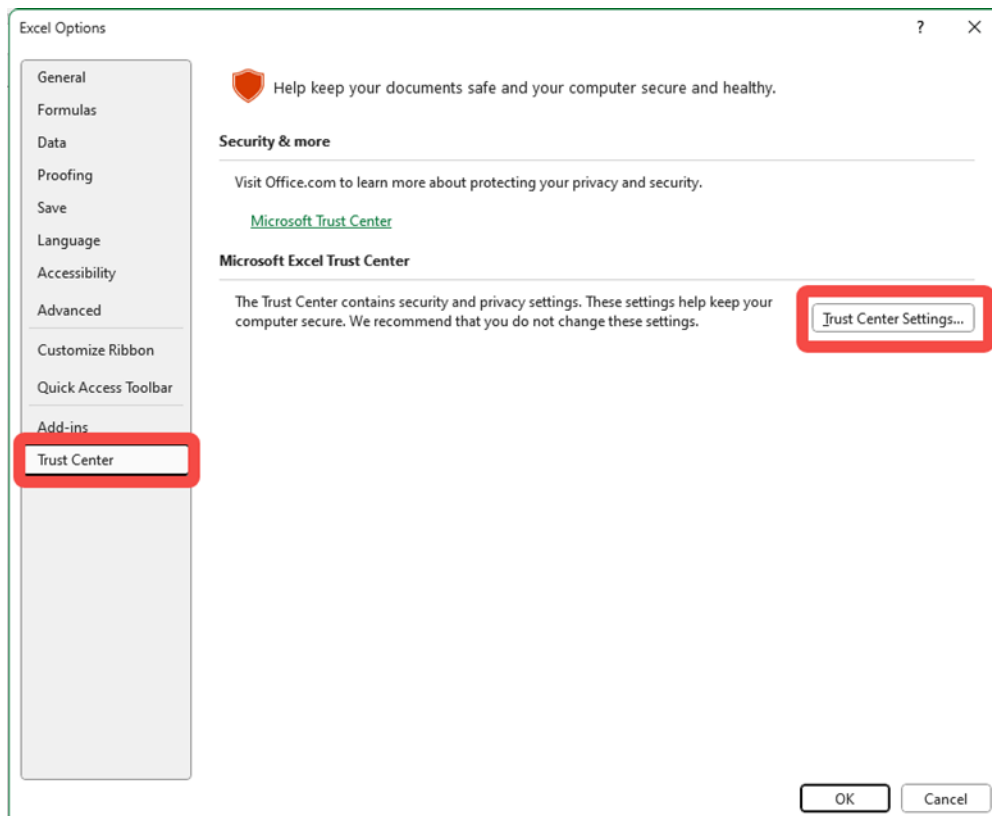


The screenshot shows the Microsoft Excel interface. The 'File' tab is highlighted in the ribbon, indicated by a red arrow. The worksheet contains a form titled 'Estimated LD Calculation Form'. The form includes several input fields and buttons. The fields are:

- Undergraduate Matric No.:
- Matriculation Year: e.g. 2019, 2020
- Scholarship Scheme:
- Degree Type:
- Do you have any existing BG placed for your deferment?:
- Please enter your BG amount, if any (BG is in SGD, please do not key in \$ sign):

At the bottom of the form, there are two buttons: 'Reset' and 'Submit'.

Step 2: Select “Trust Center” then “Trust Center Settings”.



The screenshot shows the 'Excel Options' dialog box. The 'Trust Center' tab is selected in the left sidebar. The main area displays the 'Microsoft Excel Trust Center' settings. A red box highlights the 'Trust Center Settings...' button. The text in the main area reads:

Help keep your documents safe and your computer secure and healthy.

Security & more

Visit Office.com to learn more about protecting your privacy and security.

[Microsoft Trust Center](#)

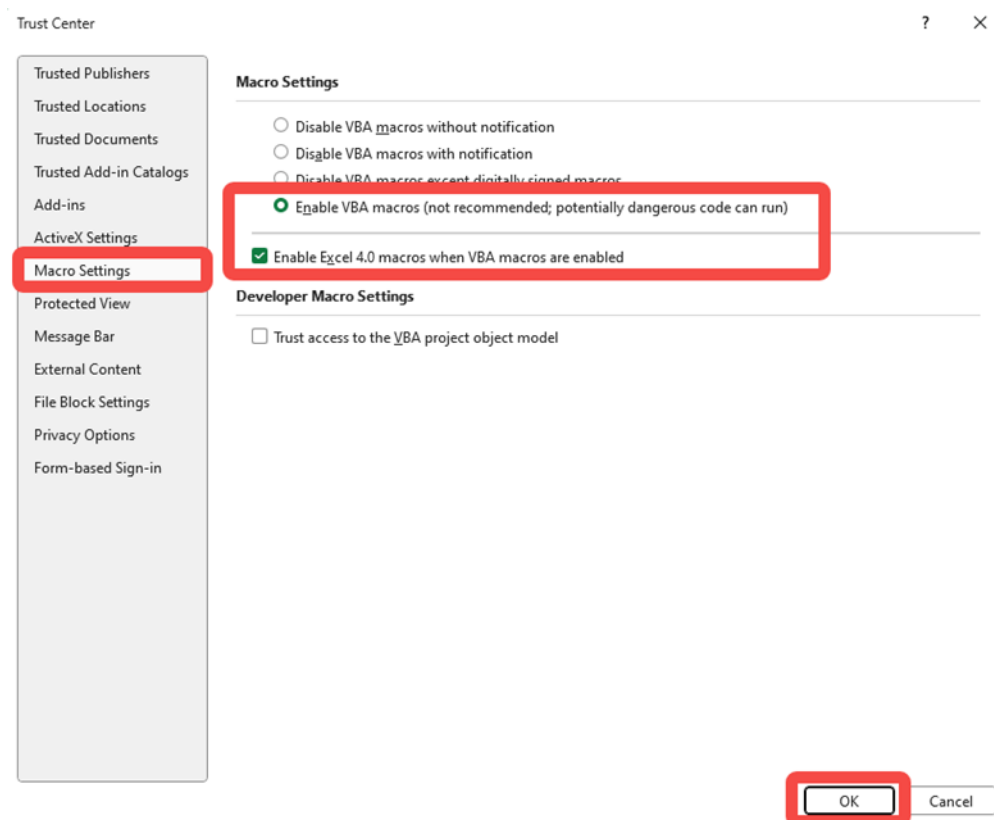
Microsoft Excel Trust Center

The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Step 3: Click “Macro Settings” then select “Enable VBA Macro”. Tick “Enable VBA 4.0 macros”.



Step 4: Key in your matriculation number to find out your Est. LD amount.

The screenshot shows the Microsoft Excel interface with the 'Estimated LD Calculation Form' spreadsheet open. The form contains the following fields and instructions:

- *All fields are mandatory. Please do not leave any blanks.**
- * Undergraduate Matric No.:** [Text input field]
- * Matriculation Year:** [Text input field] *e.g. 2019, 2020*
- * Scholarship Scheme** [Text input field]
- * Degree Type** [Text input field]
- * Do you have any existing BG placed for your deferment?** [Text input field]
- * Please enter your BG amount, if any** [Text input field]
(BG is in SGD, please do not key in \$ sign)

At the bottom of the form, there are two buttons: **Reset** and **Submit**.