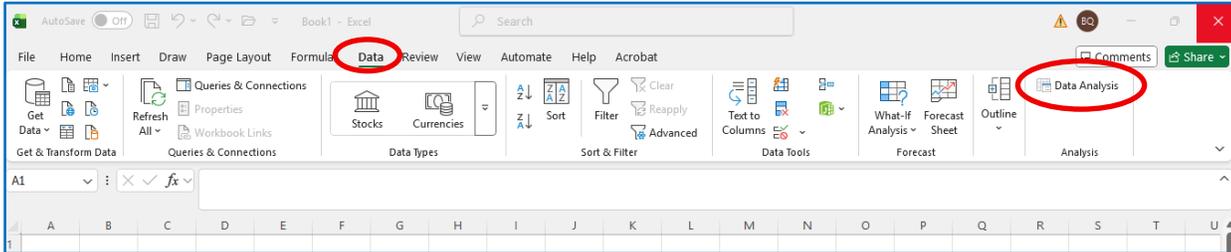# Excel Analysis Toolpak Setup

Excel setup needs to include the Add-On *"Analysis ToolPak"* which will enable the *"Data Analysis"* function in the *"Data"* tab.
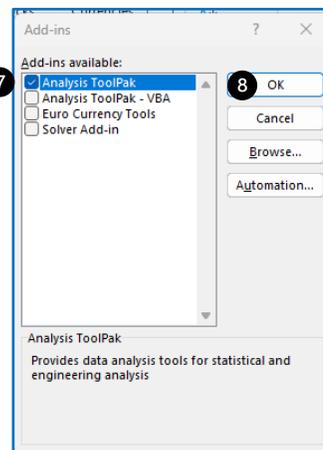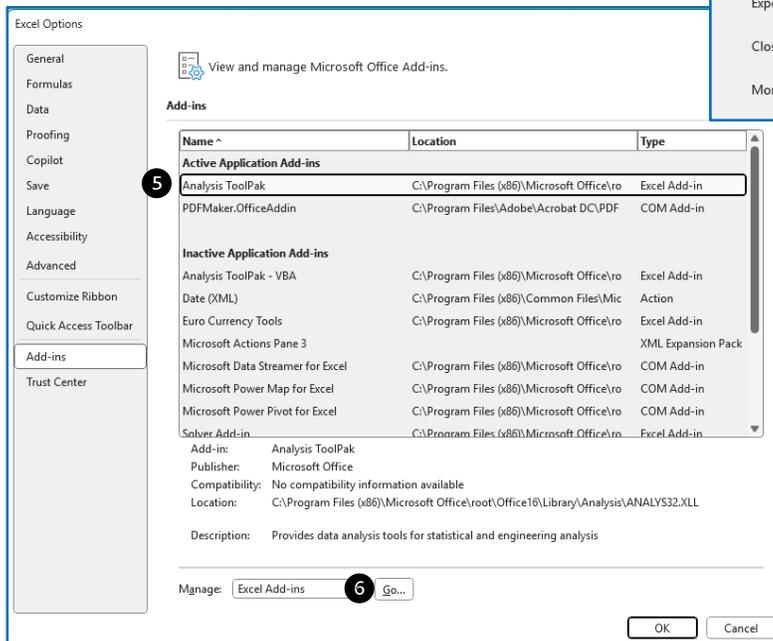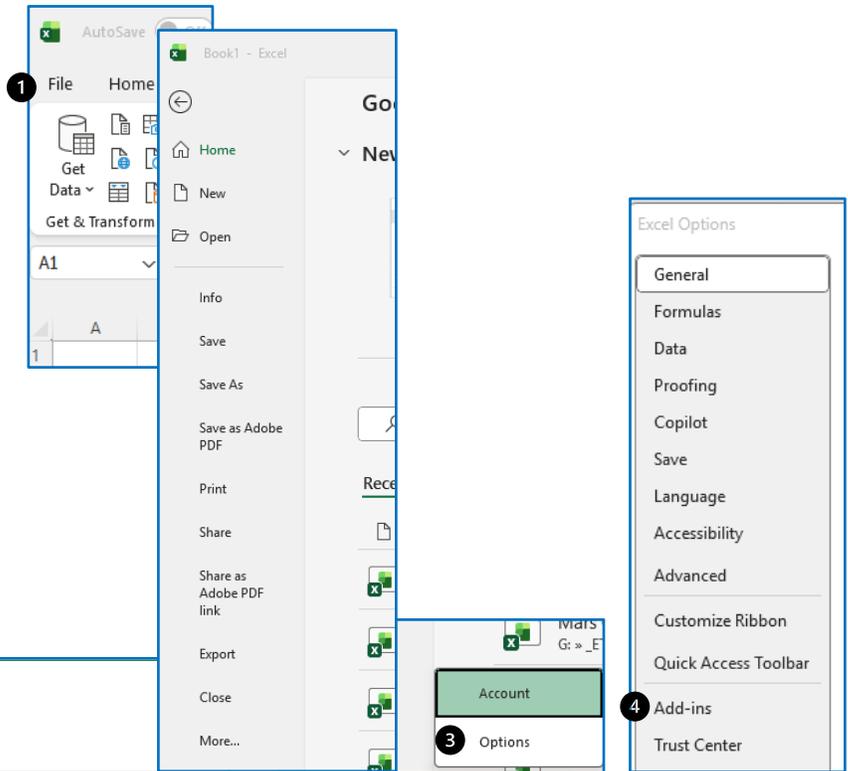
Check to see if the *Analysis ToolPak* is already installed.

What you should see when you select the **Data** tab (Excel version 2510):



If **Data Analysis** does not appear, select in order:

1. File tab (in left hand corner)

2. More

3. Options

4. Add-Ins

5. Select (highlight) "Analysis ToolPak"

6. Click Go

7. Check "Analysis ToolPak"

8. Click OK

Once you've completed steps 1-8, go back to the *"Data"* tab and see if the *"Data Analysis"* function shows up (you can also try closing and re-opening Excel).

- If it does not show up, try the commands above again, making sure to follow each step 1-8 in order.

- If the *"Analysis ToolPak"* option was not included in the original installation, then the commands above will not be successful. Excel must be re-installed making sure it's included.

- The *"Analysis ToolPak"* can also be downloaded from the Microsoft Office web site.

- At times, Excel sometimes loses the "Data Analysis" function and the "Analysis ToolPak" must be reloaded using the instructions above (try closing and re-opening Excel first).