

EXCEL: DATA ANALYSIS TOOLPAK

Data Analysis ToolPak is a set of tools included in the Excel program which lie dormant until activated. In most cases the steps below will activate the ToolPak. Sometimes the add-in program is still on the original program installation disc. In such cases you will get a message asking you to insert the original program disc.

Excel 2003

1. Go to TOOLS > OK
2. Check Data Analysis ToolPak > OK (don't check VBA version)
3. Data Analysis now appears as an item under the TOOLS menu

Excel 2007

1. Open the OFFICE ICON
2. Go to EXCEL OPTIONS
3. Click Manage Add-Ins
4. Select Data Analysis ToolPak > GO
5. Data Analysis now appears as an item under Data tab