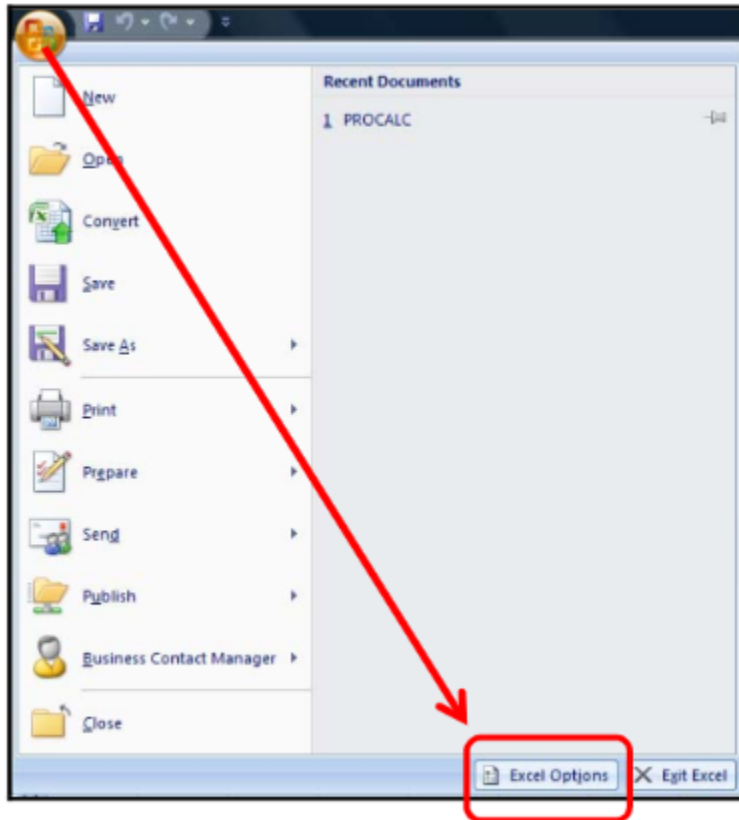


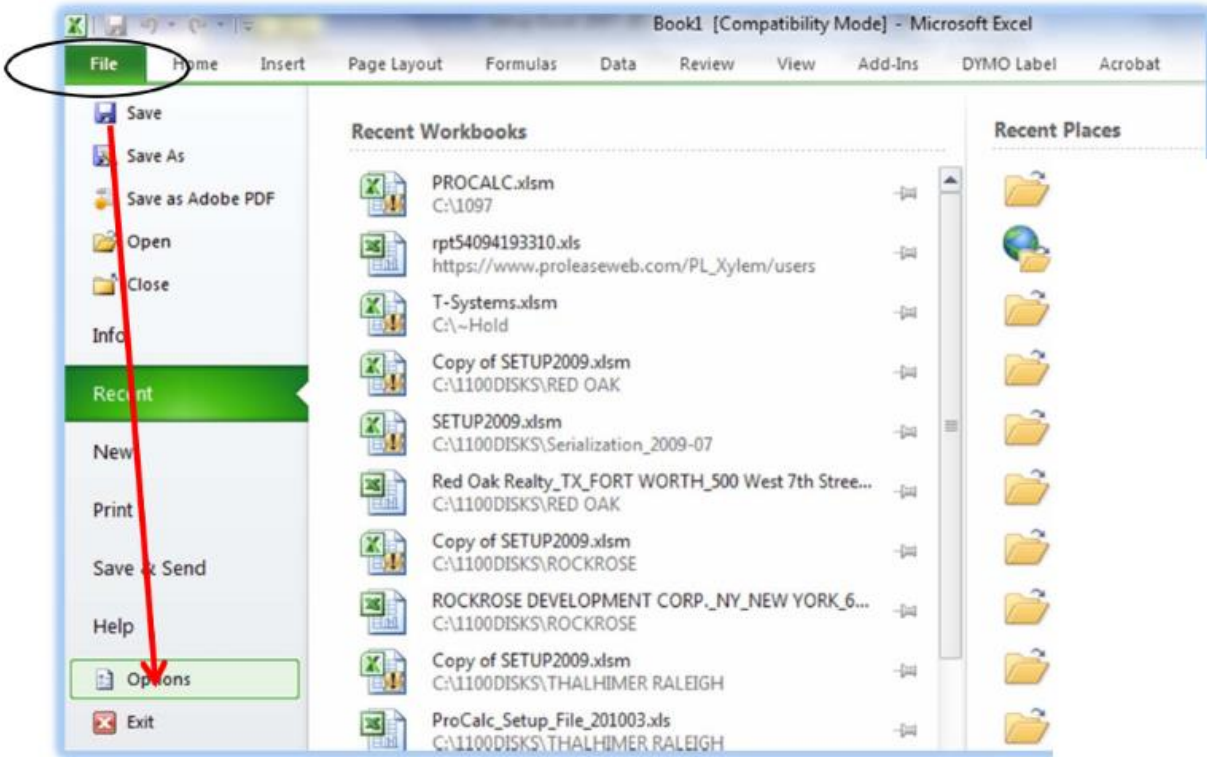
## Activating data analysis toolPak

If you are running Excel 2007 click on the large circle with the following flag in the upper left corner.



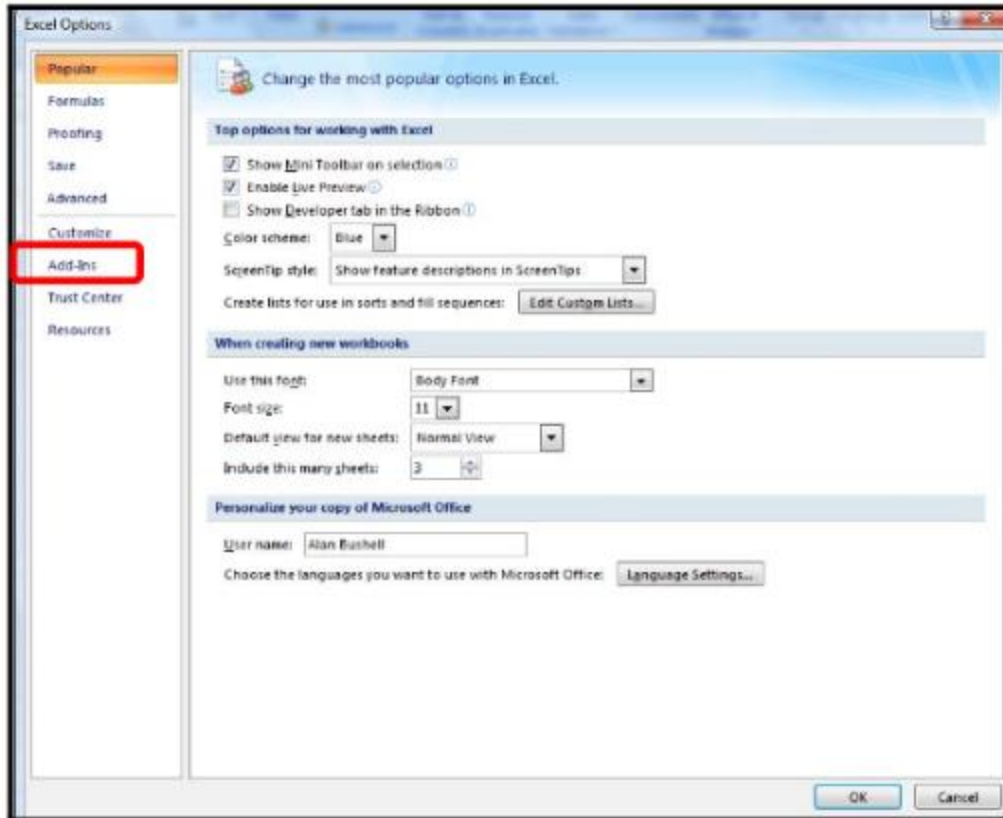
Click on **Excel options** at the bottom of the window.

If you are running Excel 2010/2013/2016 click File Menu

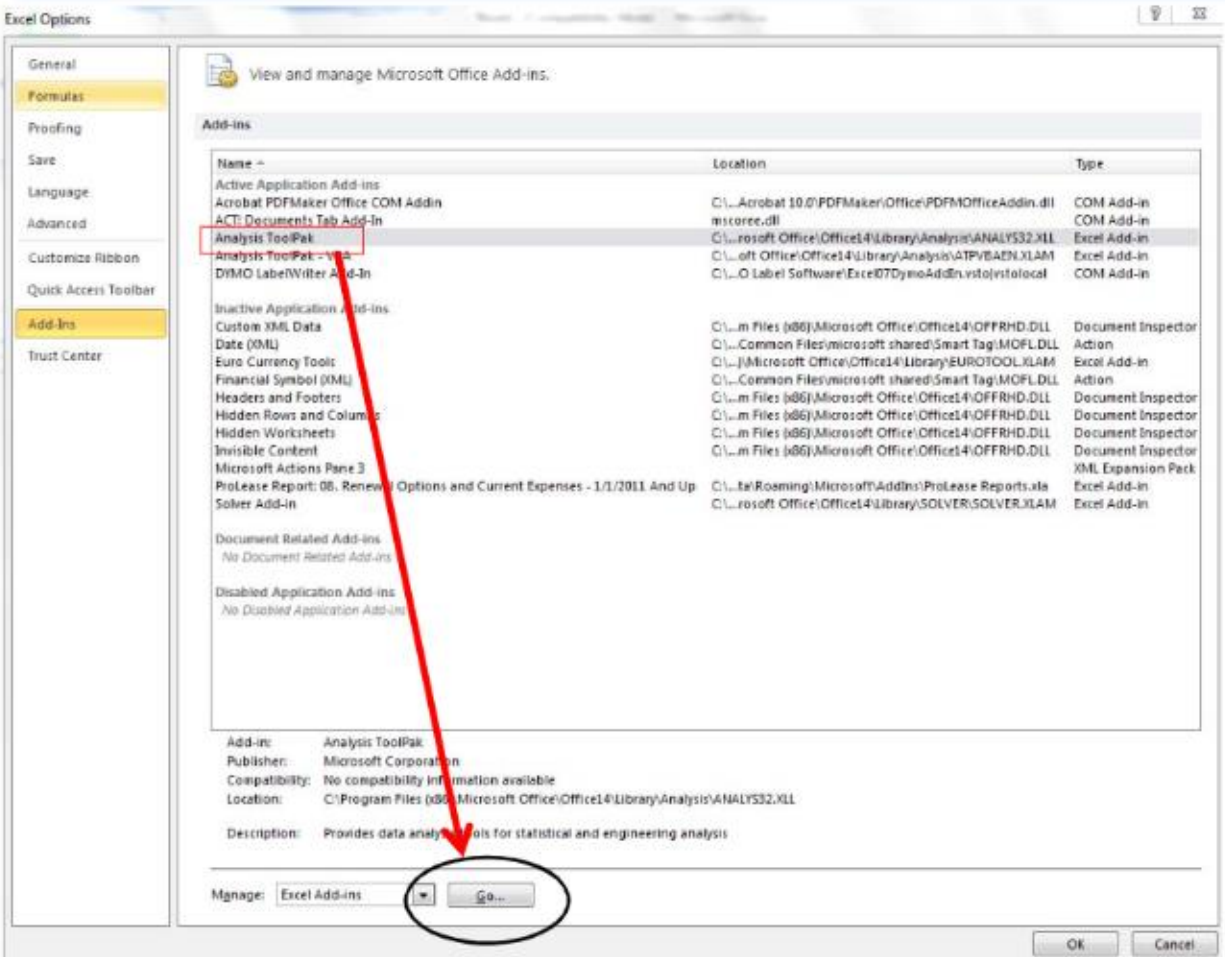


Click on **Option** on the File menu.

From the screen below, click on the word **Add-Ins** on the left of the screen.

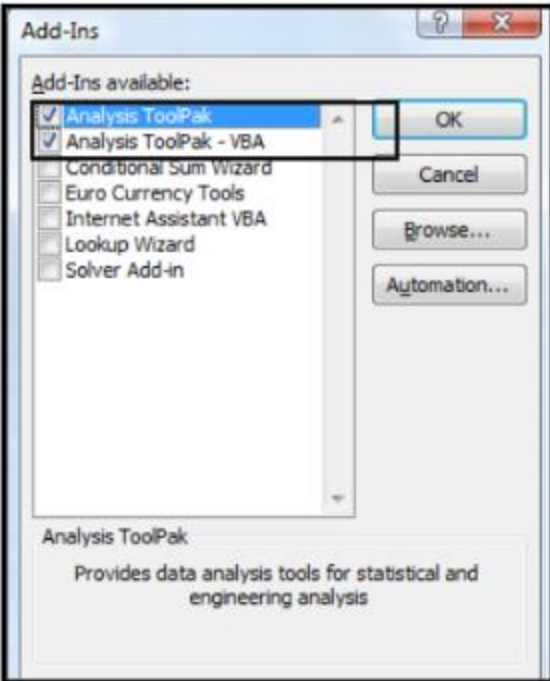


You should now be looking at the screen shown below.



Click on the Analysis Toolpak in the middle of the screen so that it is highlighted, then click on the “Go” bottom of the screen.

You should not be looking at the screen below.



Put check marks in both the Analysis ToolPak and click on Ok.

Now under the data Ribbon you can see Data Analysis tool.