



ECON 1291 Development Economics

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Introduction to Excel for Statistics

About

This handout provides instructions for installing Excel on your computer and using Northeastern's license. For more information, visit the ITS guide at: <http://bit.ly/2kDkYsL>

Installing Excel


- Go to the Office 365 site (<https://office.com>) and enter your Northeastern email. You will be redirected to Northeastern's Office 365 portal, where you can enter your email and password (same as your university email)
- Once you're signed in, click "Install Office" in the top right corner and "Office 365". Excel is in this package
- Follow the directions to download and install the Microsoft Suite

Using Northeastern's License

- Open your newly installed Microsoft Excel
- Accept the license agreement and sign in with the **same email and password** you used to sign into the Office 365 (lastname.i@northeastern.edu)

Installing the "Analysis Toolpak" Add-in

- Analysis Toolpak "provides data analysis tools for statistical and engineering analysis." It is an Excel add-in that allows for easy statistical analysis like bivariate and multivariate regression.
- **For MacOS:** click on the "Tools" menu and select "Excel Add-ins". In the "Add-ins available" box, check the "Analysis ToolPak" box. If you are unable to find this option, search for "Excel Add-ins" under the "Help" menu. If you have an older version of Excel, you may need to go to the Excel options in the "File" menu and find Add-ins there.
- **For Windows:** Click the "File" menu, then select "Options", then the "Add-ins" category. In the "Manage" box, select "Excel Add-ins" and then click "Go." The "Add-ins" box will appear, and there you can select "Analysis Toolpak" and click "Ok".
- Another option, for earlier Windows versions, is to click on the office button in the

upper left corner , then click on the "Excel options" button at the bottom of the menu, and find the add-ins in the menu on the left of the opened window. After you

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Link to online materials: <https://bit.ly/fall2021-prina>

locate it, you will find the “Manage” field and from there the instructions are the same as for the newer versions.

- Compatibility: Excel for Office 365, Excel for Office 365 for Mac, Excel 2019, Excel 2016, Excel 2019 for Mac, Excel 2013, Excel 2010, Excel 2007, Excel 2016 for Mac.
- Just in case: [Windows office support instructions \(for older versions as well\)](#)
- Just in case: [MacOS office support instructions \(for older versions as well\)](#)
- Note: analysis toolpak is **not** available for Mac 2011 version of Excel! In the case you have it, further instructions can be found in the office support link above.