

Installing *Excel's Data Analysis Add-In* on your PC or Mac

This class will use *Excel's Data Analysis* add-in, which contains many “tools” that you might find useful. To install this add-in (or check to see if it is already installed), proceed as follows, depending on whether you use Windows or a Mac.

For Windows

From within *Excel*, first click the **Data** tab, and then, in the **Analysis** group, check to see if **Data Analysis** appears. If so, then stop. If *Data Analysis* does not appear under the *Analysis* group, then proceed as follows.

1. From within *Excel*, click the **File** tab.
2. From the menu in the left margin, click **Options**.
3. From the menu in the left margin, click **Add-Ins**.
4. In the **Manage** box at the bottom, first select **Excel Add-Ins**, and then click **Go**.
5. From the **Add-Ins Available** boxes, first check the **Analysis ToolPak** box, and then click **OK**. (If a check-box for *Analysis ToolPak* does not appear, then you must install it from *Excel's* original installation website or CD-ROM.)

For a Mac

Although the *Analysis ToolPak* is available for *Excel for Mac 2016* and *Excel for Mac 2004*, Microsoft removed this add-in from *Excel for Mac 2008* and *Excel for Mac 2011*, thereby angering many Mac users. **If you are still using *Excel for Mac 2011* or *Excel for Mac 2008*, you must upgrade to *Excel for Mac 2016*.**

To install the *Data Analysis* add-in to *Excel for Mac 2016*, proceed as follows.

1. From within *Excel*, first click the **Tools** menu, and then click **Excel Add-Ins**.
2. In the **Add-Ins available** box, first select the **Analysis ToolPak** check-box, and then click **OK**.
 - If **Analysis ToolPak** is not listed in the **Add-Ins available** box, click **Browse** to locate it.
 - If you get prompted that the *Analysis ToolPak* is not currently installed, click **Yes** to install it.
3. Quit and restart *Excel*.
4. The *Data Analysis* command is now available on the **Data** tab.