

“Step Sheet: Installing the Analysis Toolpak”

Using Microsoft Excel Spreadsheets with Data

This step sheet will help you install the analysis toolpak. A teacher or technology support personnel should load the analysis toolpak. This is not intended for student use.

➤ Opening Microsoft Excel

Step 1

Find the Microsoft Excel icon, which could be in your application folder or in a Microsoft Office folder.

Step 2

Double-click the Microsoft Excel icon to open the program.

Step 3

When the Project Gallery opens, click OK to select a new blank workbook.

When the new workbook opens, you will have a blank spreadsheet ready to accept your text and data.

➤ Installing the Analysis Toolpak

Step 1

From the Tools menu, choose Add-Ins.

Step 2

Select Analysis ToolPak. Click OK.

The Analysis toolpak should load. If you do not have the Analysis ToolPak option on Step 2, it may need to be loaded from the original Microsoft Office program. You should ask your technology support people to help you in loading the analysis toolpak onto your computers.