Appendix A – Installing The Data Analysis Tool

A) Windows Installation

The following steps, copied from Microsoft support at the following link, will explain how to install the Data Analysis Tool for Excel 2016:

https://support.office.com/en-us/article/Load-the-Analysis-ToolPak-305c260e-224f-4739-9777-2d86f1a5bd89

Load the Analysis ToolPak

Applies To: Excel 2016, Excel 2013

The Analysis ToolPak is a Microsoft Excel add-in program that is available when you install Microsoft Office or Excel. To use it in Excel, however, you need to load it first.

1. Click the **File** tab, and then click **Options**.
2. Click **Add-Ins**, and then in the **Manage** box, select **Excel Add-ins**.
3. Click **Go**.
4. In the **Add-Ins available** box, select the **Analysis ToolPak** check box, and then click **OK**.
   a. If **Analysis ToolPak** is not listed in the **Add-Ins available** box, click **Browse** to locate it.
   b. If you get prompted that the Analysis ToolPak is not currently installed on your computer, click **Yes** to install it.
5. After you load the Analysis ToolPak, the **Data Analysis** command is available in the **Analysis** group on the **Data** tab.

Note: To include Visual Basic for Application (VBA) functions for the Analysis ToolPak, you load the Analysis ToolPak - VBA add-in the same way that you load the Analysis ToolPak. In the **Add-ins available** box, select the **Analysis ToolPak - VBA** check box, and then click **OK**

B) Mac Installation

The following steps, copied from Microsoft support at the following link, will explain how to install the Data Analysis Tool for Excel 2016. Note that the Microsoft Data Analysis Tool is ONLY available on Excel 2016 for Mac :
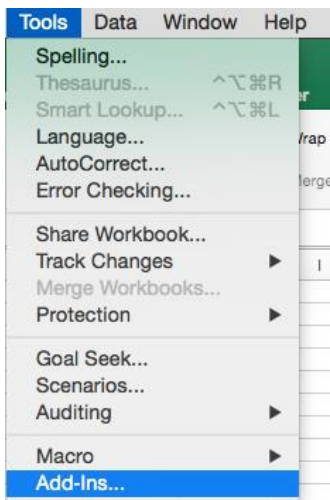
https://support.microsoft.com/en-ca/kb/2431349

How to find and install Data Analysis ToolPak or Solver for Excel for Mac
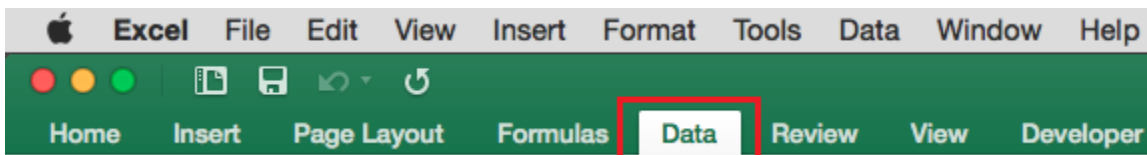
Where to find Data Analysis ToolPak and Solver

If the add-ins are available in the Excel for Mac installation that you are using, follow these steps to locate them:

1. Start Excel for Mac.
2. Click **Tools**, and then click **Add-Ins**.

3. Click the **Data Analysis ToolPak** or **Solver** option to enable it. Then, click **OK**.
4. Locate Data Analysis ToolPak or Solver on the **Data** tab.

Third-party information disclaimer

The third-party products that this article discusses are manufactured by companies that are independent of Microsoft. Microsoft makes no warranty, implied or otherwise, about the performance or reliability of these products.

Third-party information disclaimer

Microsoft provides third-party contact information to help you find technical support. This contact information may change without notice. Microsoft does not guarantee the accuracy of this third-party contact information.