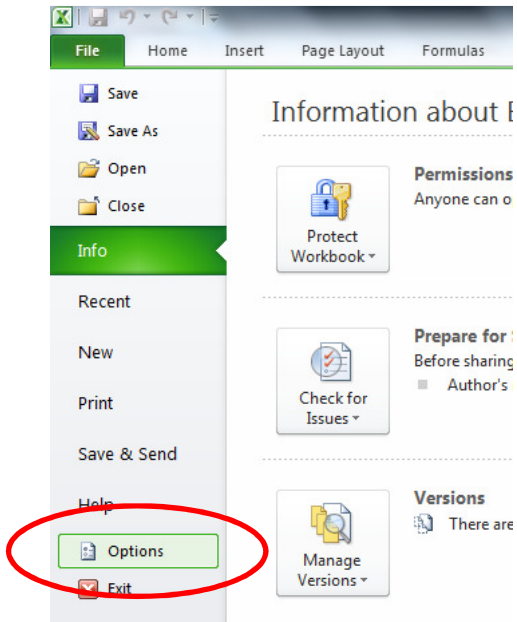


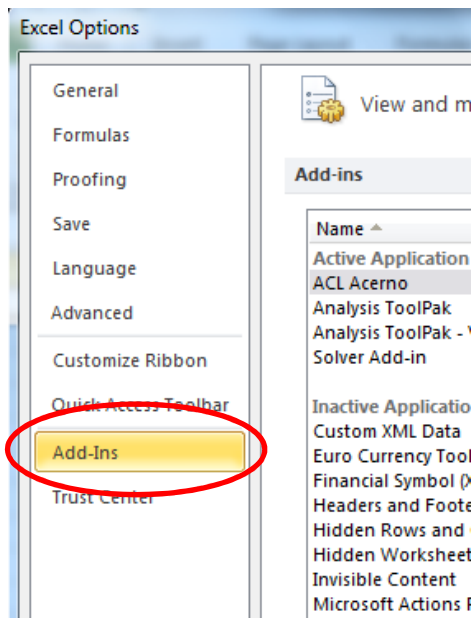
## Instructions for Installing the Excel Add-In

It is necessary to install an Excel Add-In prior to attending the course. To do so, open Excel and do the following:

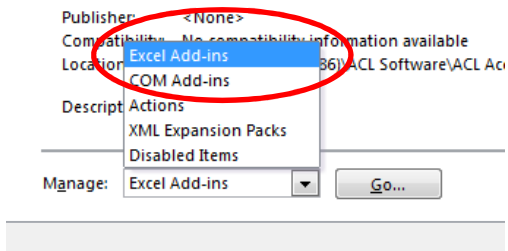
1. Go to the File menu & options.



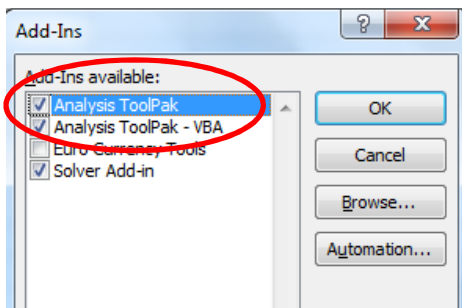
2. On the left pane of the options screen, select Add-Ins.



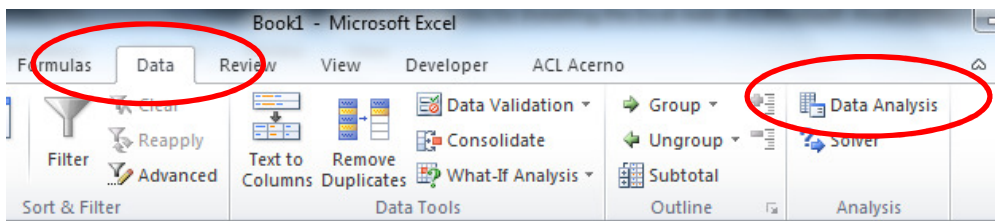
- At the bottom of the Add-Ins screen there is a field named Manage: and there is a drop down box next to it. From the drop down box select Excel Add-Ins. Then click Go.



- In the dialogue box that appears click to put a tick next to both the Analysis Toolpak and Analysis Toolpak-VBA. Then click OK.



To ensure it installed correctly, go to the Data menu. There should be an icon titled Data Analysis.



If you received an error message after you clicked OK your machine was installed without Add-Ins. You will need to contact your IT support to reinstall. Then go through the above steps again.