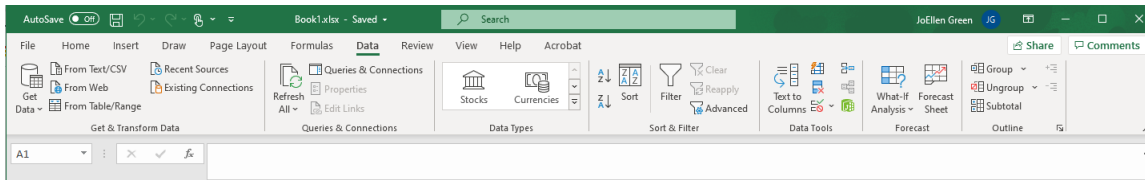


## 1.20 Installing the Data Analysis Tool for Excel

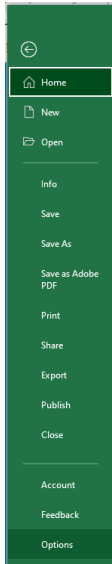
To use the Data Analysis Tool to create a Frequency table and Histogram, it must be installed in a Desktop version of Excel. Google Chrome book or Excel online version does not have the option to install the Data Analysis Tool Pak.

### Windows Operating System

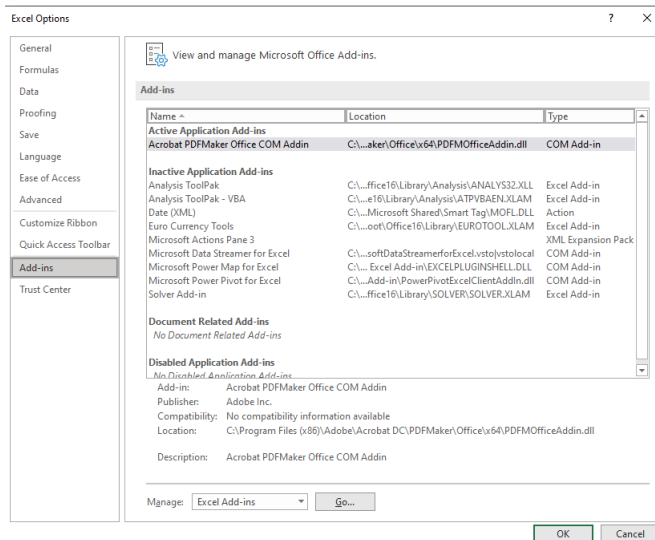
First, click the Data tab on the main menu. Look to the right, and if you do not see Data Analysis, you must install it.



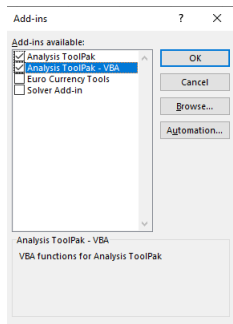
To install the data analysis tool pack, click on the File option on the main menu. Then select Options.



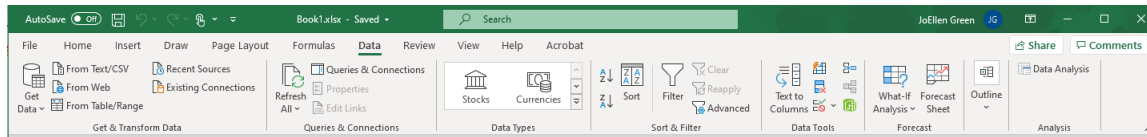
When the dialog box appears, click on Add-ins.



At the bottom of the dialog box, you will see a GO button. Click on it. Select the options Analysis ToolPak and Analysis ToolPak - VBA, then click the OK button.

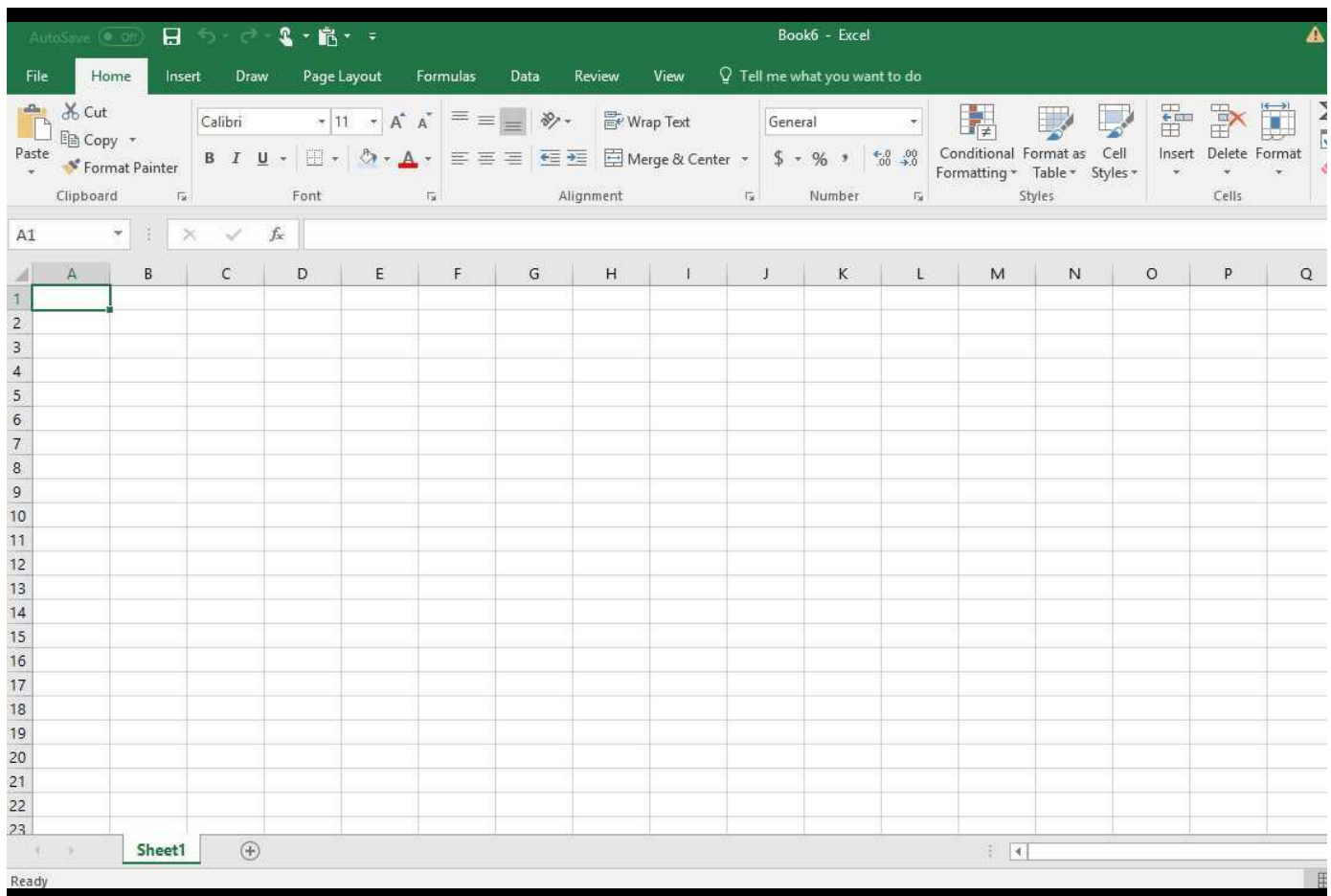


Now click on the Data tab to see if the Data Analysis tool is installed.



#### Video - Windows Operation System

Video on how to install the Data Analysis ToolPak on a Windows operating system.



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# Get Add-Ins for Office for Mac

## ► Applies To

You can now get Office Add-ins from the Store or use add-ins you already have from right within recent versions of Word for Mac and Excel for Mac.

There are two kinds of add-ins: Office Add-ins from the Office Store (which use web technologies like HTML, CSS and JavaScript) and add-ins made by using Visual Basic for Applications (VBA).

**Note:** If your Office subscription is provided by your work or school, your organization may have limited the add-ins you can install.

Excel

Word

## Get an Office Store add-in

1. On the **Insert** tab, look for the **Add-ins** group.