

Instructions for use of the Excel Modules

1) Excel has some statistical modules that are not normally loaded into the system. In the Modules, whenever, directions state to click on the Data tab and then Data Analysis, these modules need to be loaded. If you are using a personal computer, this procedure just needs to be done once. Sometimes in the computer labs, even if you are using the same computer, the options get reset. The procedure is as follows:

EXCEL 2007 ( in the upper left hand corner)

- 1) Click on the Microsoft icon in the upper left
- 2) Click on Excel Options on the bottom of the popup.
- 3) Select Add-Ins
- 4) The Application Add-ins that you want are "Analysis ToolPak" and "Analysis ToolPak - VBA". If these are not active, then select one of them and then click on the 'Go' on the bottom of the window.
- 5) A new popup window will appear, be sure that "Analysis ToolPak" and "Analysis ToolPak - VBA" are selected.
- 6) Click OK.

EXCEL 2010 ( in the upper left hand corner)

- 1) Click on the File tab on the left
- 2) Click on Options on the menu on the left.
- 3) Select Add-Ins
- 4) The Application Add-ins that you want are "Analysis ToolPak" and "Analysis ToolPak - VBA". If these are not active, then select one of them and then click on the 'Go' on the bottom of the window.
- 5) A new popup window will appear, be sure that "Analysis ToolPak" and "Analysis ToolPak - VBA" are selected.
- 6) Click OK.

2) Some of the modules contain macros. Excel 2007 and 2010 automatically disable macros when you load up the spread sheet. If there are macros available in the module, you will see a Security Warning between the tool bar and the spreadsheet with text 'Macros have been disabled'.

- 1) Click on the Options button (2007) or Enable Content button (2010)
- 2) A new popup might appear,
 - a. **2007**: be sure that the radial button of 'Enable this content' is activated. Note that this is NOT the recommended action.
 - b. **2010** (sometimes): Do you want to make this document a trusted document? Click on the 'Yes' option.
- 3) Click OK (2007 only)