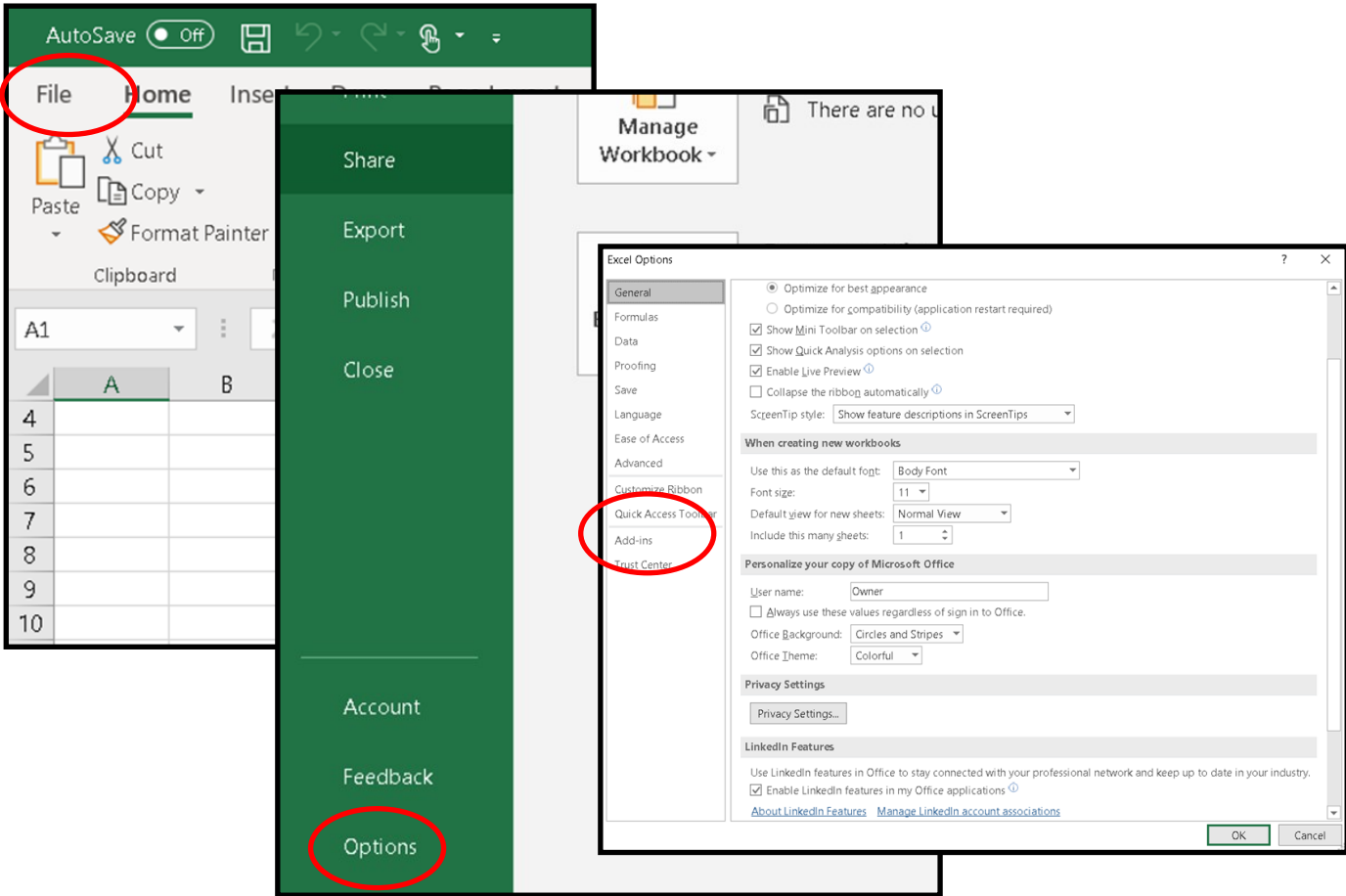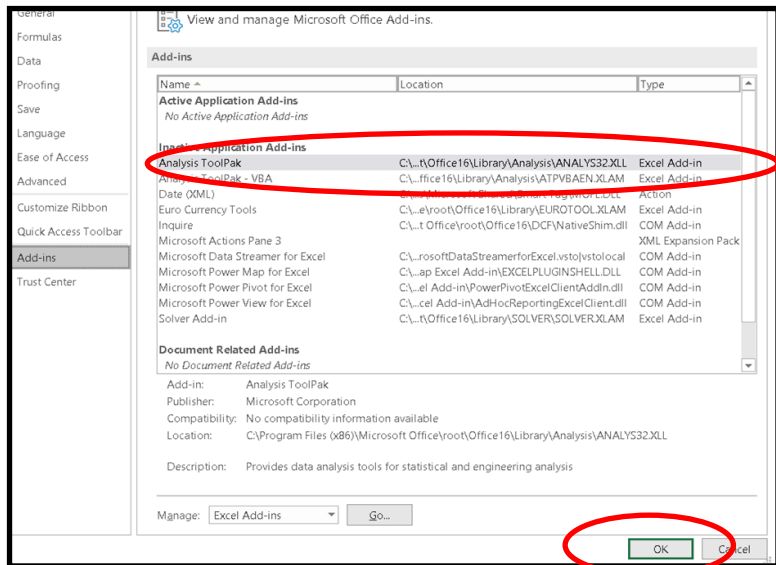Not all data-handling tools are enabled in the standard Excel package. Enabling the Analysis Toolpak will allow you to do more with your data in Excel.
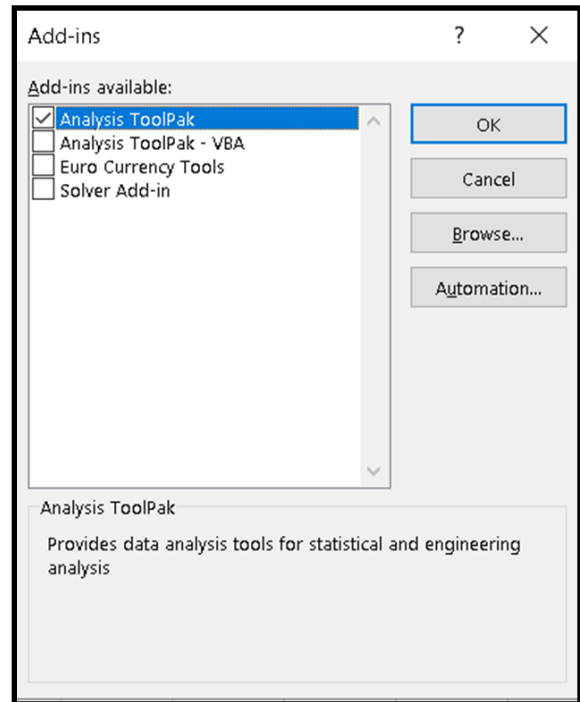
1. Click File then "Options" then "Add-ins"

2. Click "Analysis ToolPak" then "ok"

3. Select "Analysis TookPak" and click "ok"

4. You can us the tools in the ToolPak by selecting the Data tab and clicking "Data Analysis"