

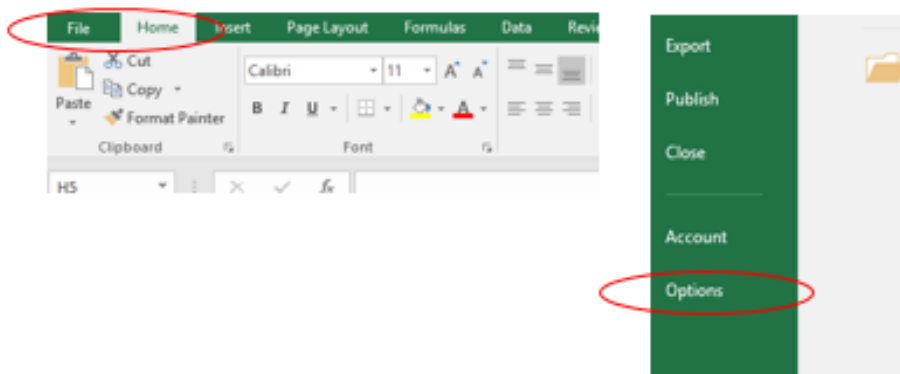
## GETTING STARTED WITH ANALYSIS USING THE MAX TOOLKIT: INSTALLING THE EXCEL ADD-IN PROGRAMMES

The analysis tools included in the MAX toolkit require that you have Microsoft Excel 2010 or later, and that you have also installed the **Analysis ToolPak Pack** and the **Real Statistics Resource Pack** add-in programmes. Both add-ins are free to use.

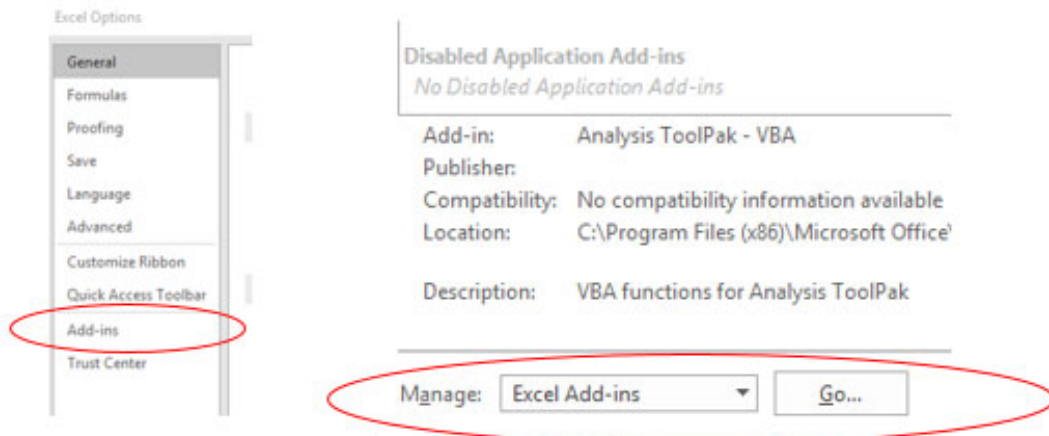
This guide provides you with a step-by-step overview of how to do this. You may, however, require additional assistance from your technical support department. Please note that the MAX project team cannot provide support on installing these add-ins.

### INSTALLING THE ANALYSIS TOOLPAK

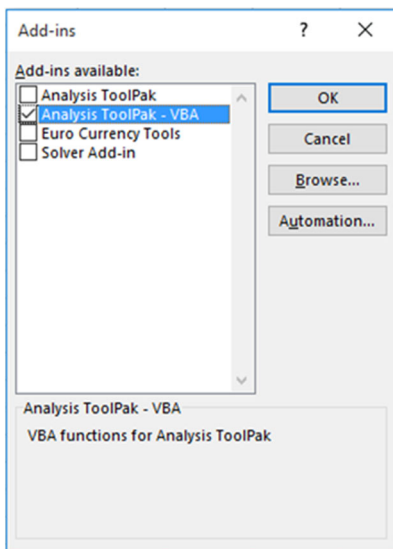
1. Open up a blank Excel sheet, click the **File** tab, and then click **Options**.



2. Click **Add-Ins**, and then in the **Manage** box, select **Excel Add-ins** and then select **Go**.



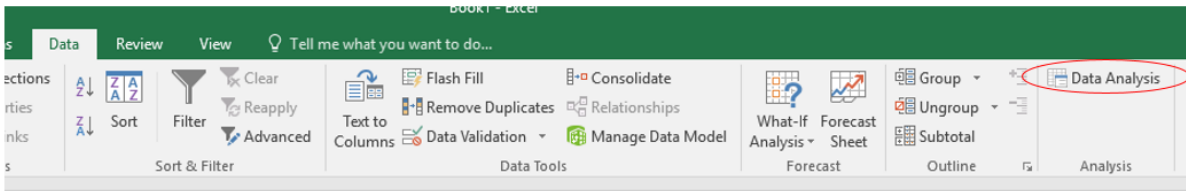
3. In the **Add-Ins available** box, select the **Analysis ToolPak** check box, and then click **OK**.



**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**.

If **Analysis ToolPak** is not listed in the **Add-Ins available** box, click **Browse** to locate it. if you get prompted that the Analysis ToolPak is not currently installed on your computer, click **Yes** to install it.

4. After you load the Analysis ToolPak, the **Data Analysis** command is available in the **Analysis** group on the **Data** tab.



These instructions are based on the step-by-step guidance provided by Microsoft, available at <https://support.office.com/en-us/article/Load-the-Analysis-ToolPak-305C260E-224F-4739-9777-2D86F1A5BD89>

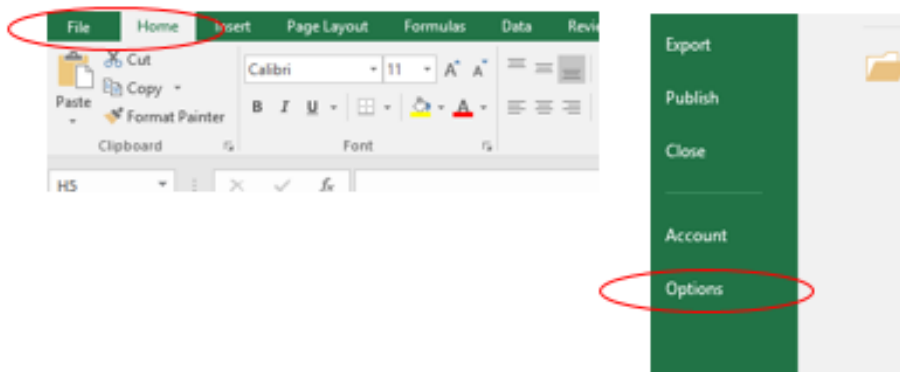
## INSTALLING THE REAL STATISTICS RESOURCE PACK

The MAX Excel spreadsheet tools also use the **Real Statistics Resource Pack** add-in programme. This is available in Excel 2007, 2010, 2013 and 2016.

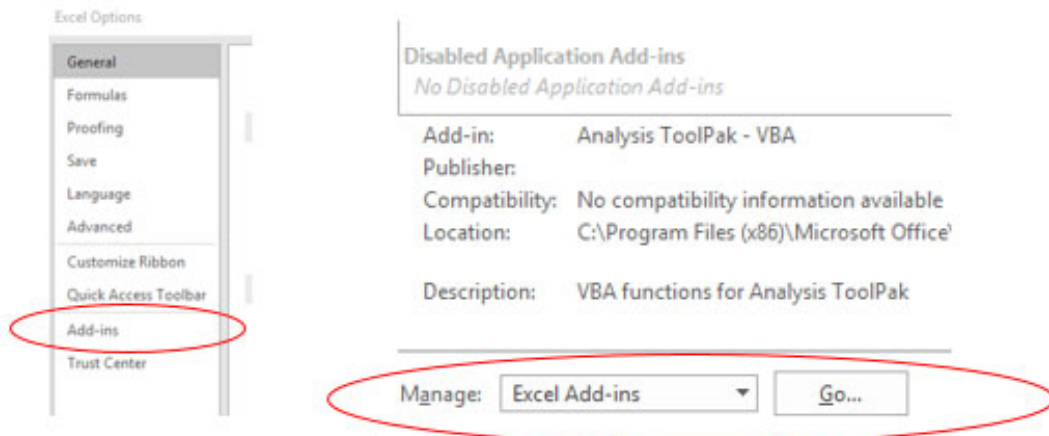
## PRE-INSTALLATION CHECKS

Before trying to install the Real Statistics Resource Pack make sure that Excel's Solver capability is installed on your computer.

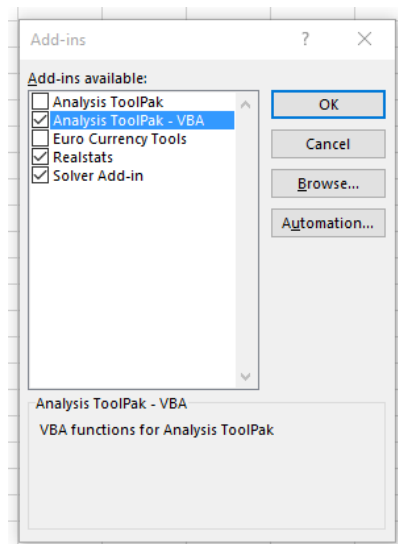
1. Open up a blank Excel sheet, click the **File** tab, and then click **Options**.



2. Click **Add-Ins**, and then in the **Manage** box, select **Excel Add-ins** and then select **Go**.



3. In the **Add-Ins available** box, ensure the **Solver Add-in** check box is ticked. If it isn't, check it and then click **OK**.



**Please note:** if the Solver add-in was not checked, you need to close the Excel file before proceeding to the next step.

## INSTALLATION

1. Visit <http://www.real-statistics.com/free-download/real-statistics-resource-pack/> and select the most appropriate download.

## Download

### Real Statistics Resource Pack for Excel 2010, 2013 or 2016

If you accept the [License Agreement](#), click here on [Real Statistics Resource Pack for Excel 2010/2013/2016](#) to download the latest Excel 2010/2013/2016 version of the resource pack that accompanies this website (Release 4.11). This software is compatible with Excel 2010, 2013 and 2016 and is named RealStats.xlam. After downloading the software make sure that you install the software as described below.



Downloading this resource pack means that you accept the [License Agreement](#).

### Real Statistics Resource Pack for Excel 2002, 2003, 2007 or 2011 (Mac)

If you are using Excel 2007, [click here](#) for instructions on how to download and install the Real Statistics Resource Pack.

If you are using Excel 2003 or a prior version of Excel, [click here](#) for instructions on how to download and install the Real Statistics Resource Pack.

If you are using a Macintosh version of Excel, [click here](#) for instructions on how to download and install a beta version of the Real Statistics Resource Pack.

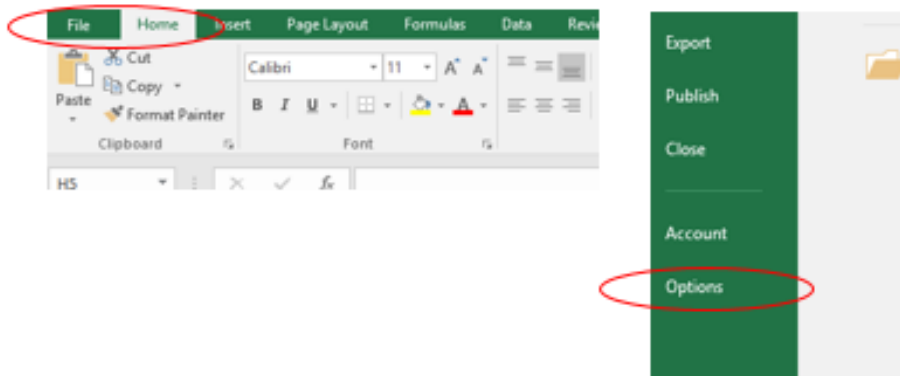
### Screenshot from the Real Statistics website

2. Save the resource pack to your computer. While you can place the Real Statistics Resource Pack anywhere on your computer, the software providers recommend that you put the file in the following folder:

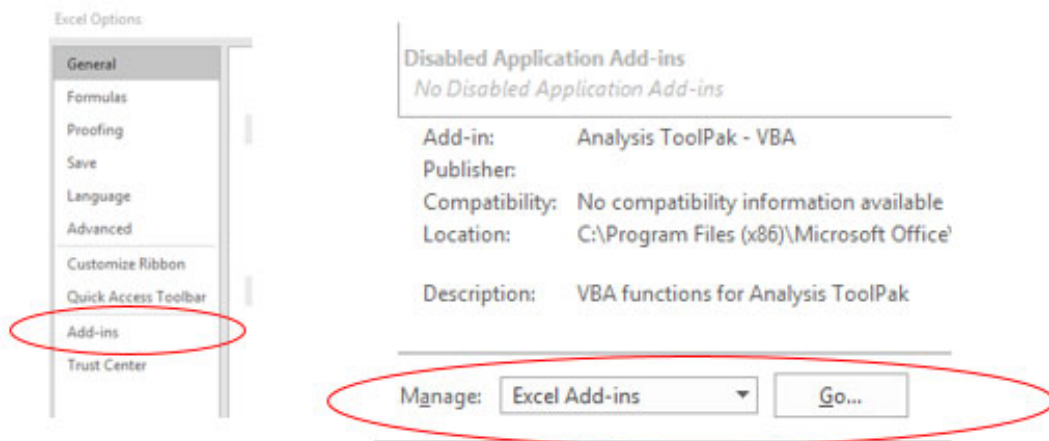
**C:\Users\user-name\AppData\Roaming\Microsoft\AddIns**

**Please note:** some of your folders may be hidden. You will therefore need to 'unhide' these via the control panel of your computer.

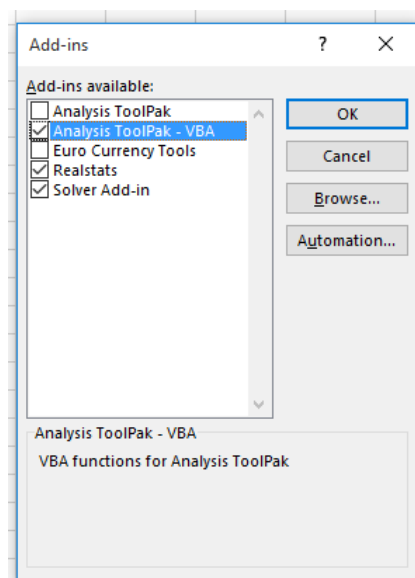
3. Open up a blank Excel sheet, click the **File** tab, and then click **Options**.



4. Click **Add-Ins**, and then in the **Manage** box, select **Excel Add-ins** and then select **Go**.



5. In the **Add-Ins available** box, select the **Realstats** check box. Click **OK**.



If **Realstats** is not listed in the **Add-Ins available** box, click **Browse** to locate it. Select the realstats.xlam file and click OK.



These instructions are based on the step-by-step guidance provided by Real Statistics, available at see <http://www.real-statistics.com/free-download/real-statistics-resource-pack/>. Further information about this add-in programme can be found at <http://www.real-statistics.com/>.

## TROUBLESHOOTING THE REAL STATISTICS RESOURCE PACK

### PROGRAMME WILL NOT START

If the Realstatistics resource pack won't open when you press CTRL+M, you will need to unselect and then reselect the Realstats and Solver Add-in programmes. This needs to be done over several steps – and in the right order (else it will not work) – but is very straightforward.

1. Click the **File** tab, then **Options** and then **Add-ins**.
2. Select **Excel Add-Ins** in the **Manage** box and then click on **Go**.
3. In the **Add-Ins available** box, unselect the **Realstats** and **Solver Add-in** check boxes and then click **OK**.
4. Repeat steps 1 and 2, select the Solver Add-in check box and then click OK.
5. Repeat steps 1 and 2, select the Realstats check box and then click OK.

The Realstatistics resource pack will now start up if you press CTRL + M.

## **DISCLAIMER**

The MAX toolkit and website are based on independent research commissioned and funded by the NIHR Policy Research Programme (Maximising the value of survey data in adult social care (MAX) project and the MAX toolkit implementation and impact project). The views expressed on the website and in publications are those of the author(s) and not necessarily those of the NHS, the NIHR, the Department of Health and Social Care or its arm's length bodies or other government departments.