

In order to create a Histogram using the Histogram function in Excel, you must be sure that the Data Analysis Tool-Pak is activated in your installation of Excel.

**To see if the Data-Analysis Tool-Pak is activated within your Excel version, do the following:**

- a. Open Excel and click on the **Data** Tab at the top of the screen. You will see several groups of Icons including: Get External Data, Connections, Sort and Filter and such. If there is no Data Analysis group (which is the default setting in Excel) then you will need to activate the Data-Analysis Tool Pak. The Good news is that you will only have to activate it once.

**To activate the data analysis Tool Pak do the following:**

1. Click on the Microsoft Office Button in the top left corner of the screen and select the **Excel Options** Button at the bottom of the drop-down menu that appears.
2. In the left panel of the window that appears, click on the option **Add-ins** the right panel of the window will then reveal which add-ins are activated and which are not.
3. In the Inactive add-ins section, you should find the Data-Analysis Tool Pak. Click on this to highlight it and then at the bottom of the right panel choose the Button labeled **Go**.
4. This brings up the Add-ins window and put checks by the first two options which should be "Analysis ToolPak", "Analysis ToolPak-VBA". Then select **OK**.
5. After selecting Ok, you will then see a Data Analysis Group under the Data Tab.