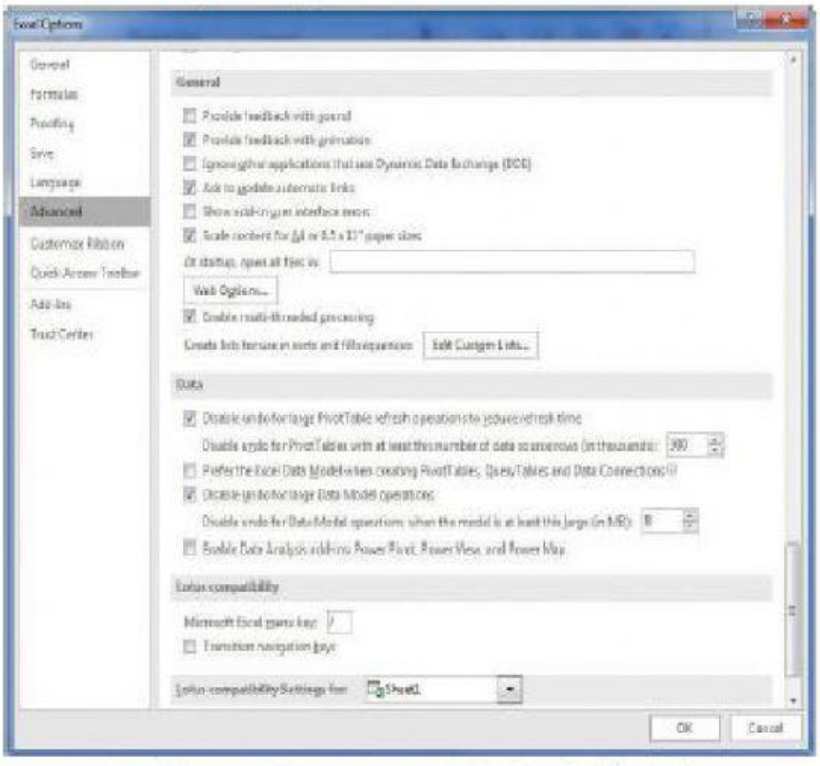
Lesson 1 Enabling the Data Analysis add-ins.

One of the great new additions in Excel is the collection of Data Analysis add-ins you can use to perform advanced analysis on your data. These tools build on the Excel data Model, which manages Excel tables. Query tables, and other data sources, as part of a coherent whole, rather than individual tables.

After you enable the Data Analysis add-ins, you can add data sources to the Data Model, displays the Data Mode, and returns to your main Excel workbook.

To enable the Data Analysis add-ins.

1. Display the *Backstage view* and then click **Options**.1
2. In the **Excel** Options dialog box, click **Advanced**.



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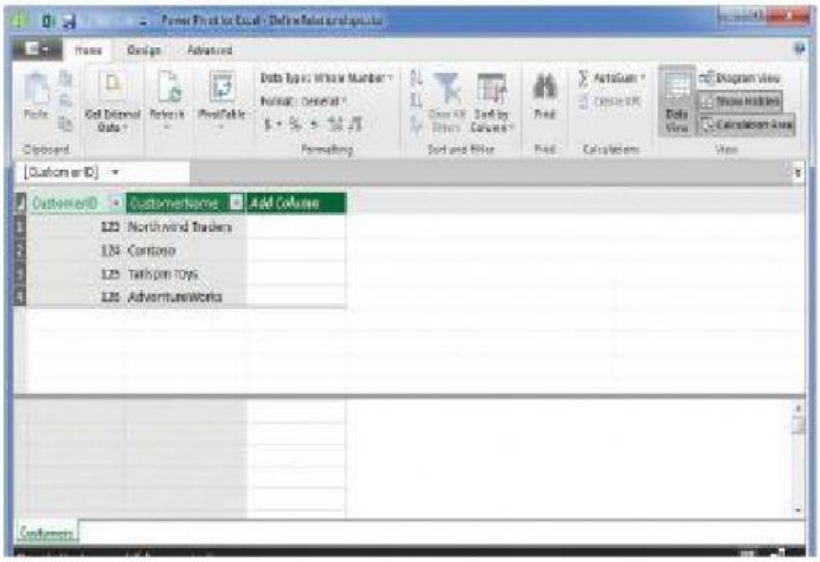
3. **In the Data group, select the Enable Data Analysis add-ins: Power Pivot,Power View and Power Map** check box.**2**
4. Click **OK.**

To add an Excel Table to the Data Model.

1. Enable the Data Analysis add-ins.
2. Click any cell in the Excel table.
3. On the Power Pivot tab, in the Tables group, click Add on Data Model to add the Excel table and display it in the Power Pivot window.**1**



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To set a Preference to add data in the Data Model.

1. Open the Excel Options dialog box, and then click Advanced.
2. In the Data group, select the Prefer the data Model when creating Pivot Tables.
3. 3. Click Ok.

To display the Data Model

1. On the **Data** tab, in the **Data Tools** group, click **Manage Data Model**.
2. In the **Power Pivot** for *Excel* window, on the tab *bar*, click the sheet tab of the worksheet you want to **display**.

To Return to the Excel Workbook.

1. Perform either one of these actions:
   - In the Power Pivot for Excel window, click the Close button to close Power Pivot and return to Excel.

On the title bar of the **Power Pivot** for **Excel** window, click **Switch** to **Workbook** to return to **Excel** without closing **Power Pivot**.

Questions

1. **Explain the steps to add a Excel Table to a Data Model.**

2. **Explain the steps to enable the Data Analysis add-ins.**