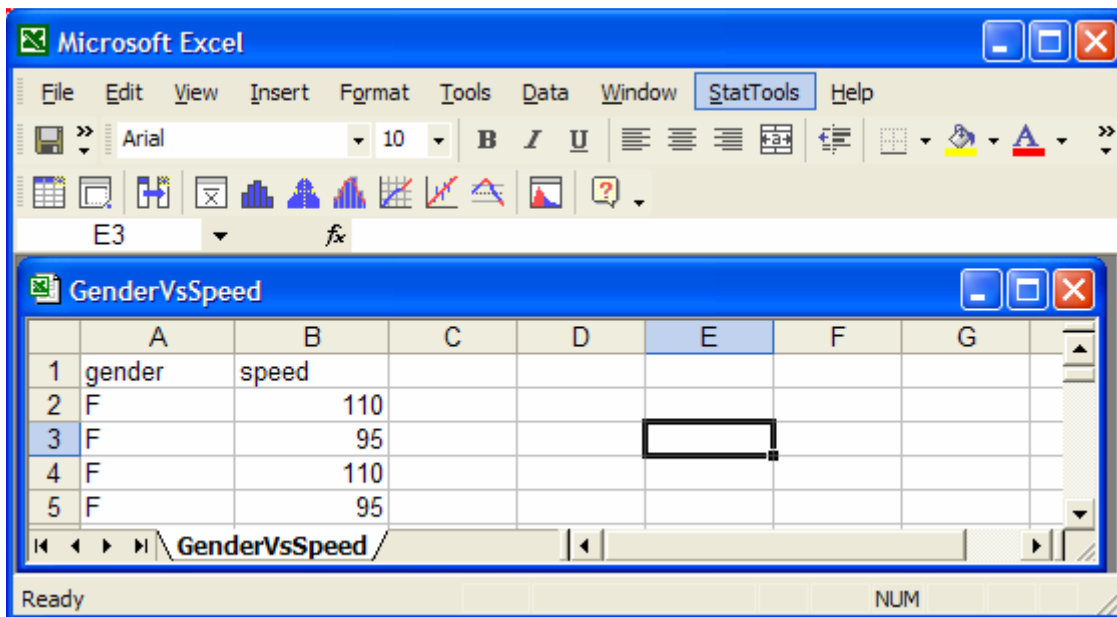


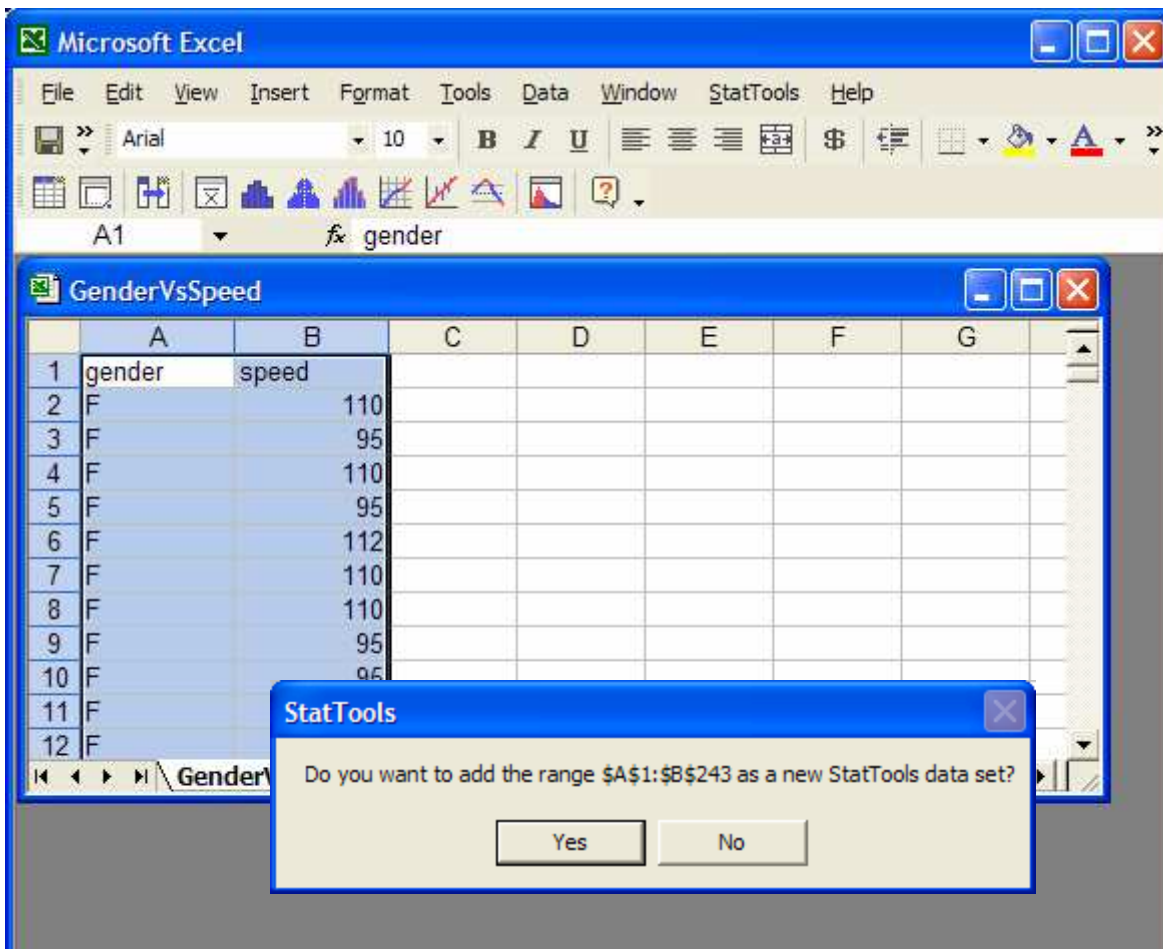
To open a data file in Stat Tools, go to Programs -> Palisade -> StatTools for Excel
Or, you may have an icon somewhere on your start menu that you can click on.

Next, open your data file. In these notes I'm using a file titled "GenderVsSpeed".



On the top line of the toolbar is the StatTools option. Click on this and select the **Data Set Manager**.

If your data set is highlighted and the range is correct, then click the **Yes** button. If this is the case, you should get something similar to the example below. You are now done and can ignore the 2nd page of instructions. If you don't get something like I've shown below, go to the next page.



What you get when your data is not highlighted is the top left box below. Now, you must click the **New** button in the top left box. When you do this, you will get something similar to the top right box. A blinking cursor will be in the **Excel Range** line in the top right box. You must now highlight the part (or all) of the data you are interested in. An example of highlighted data is in the bottom left box. After you highlight your data, you will see the bottom right box. Click **OK**. You are now done.

