

1. Download "DataTools.xls."
2. Open Excel.
3. Open "DataTools.xls." A dialogue box will open, displaying a warning that the workbook contains macros. Choose "Enable Macros."
4. If the DataTools toolbar does not appear in Excel, go to the menu bar and choose "Tools>Customize." In the window that pops up, choose the "Toolbars" tab and select the checkbox next to "Data Tools."