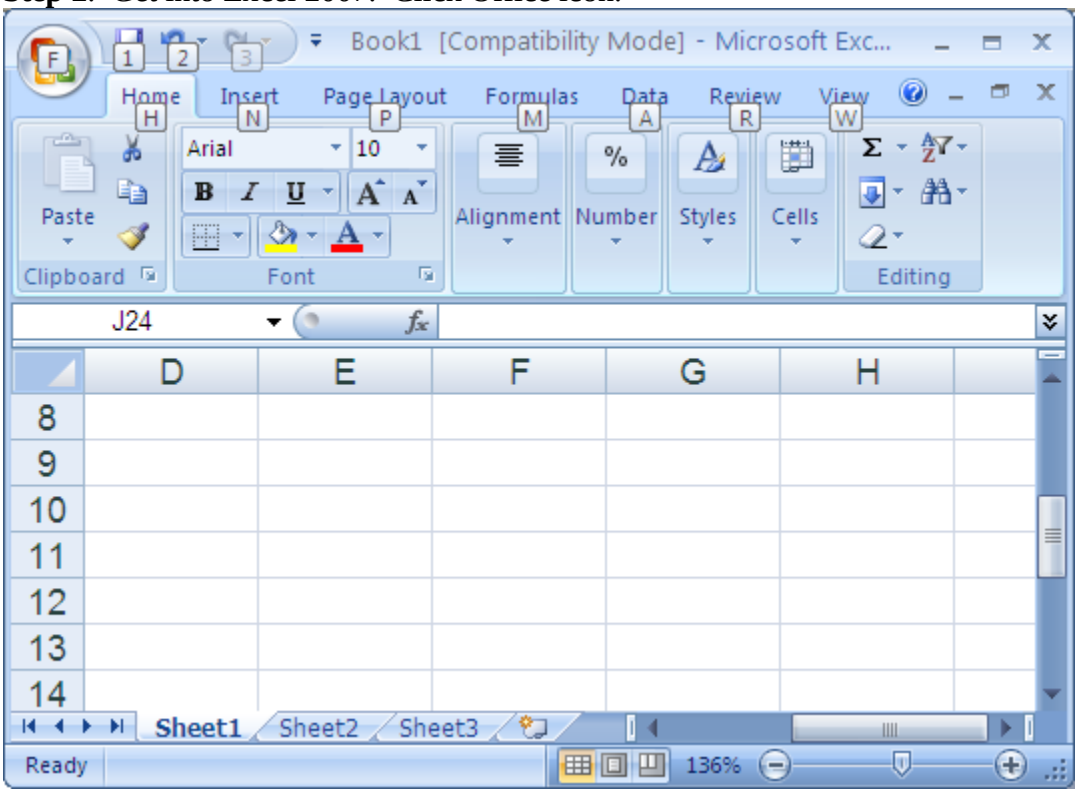
How to Install Soe_Score_and_Analyze add-in in Excel 2007 version

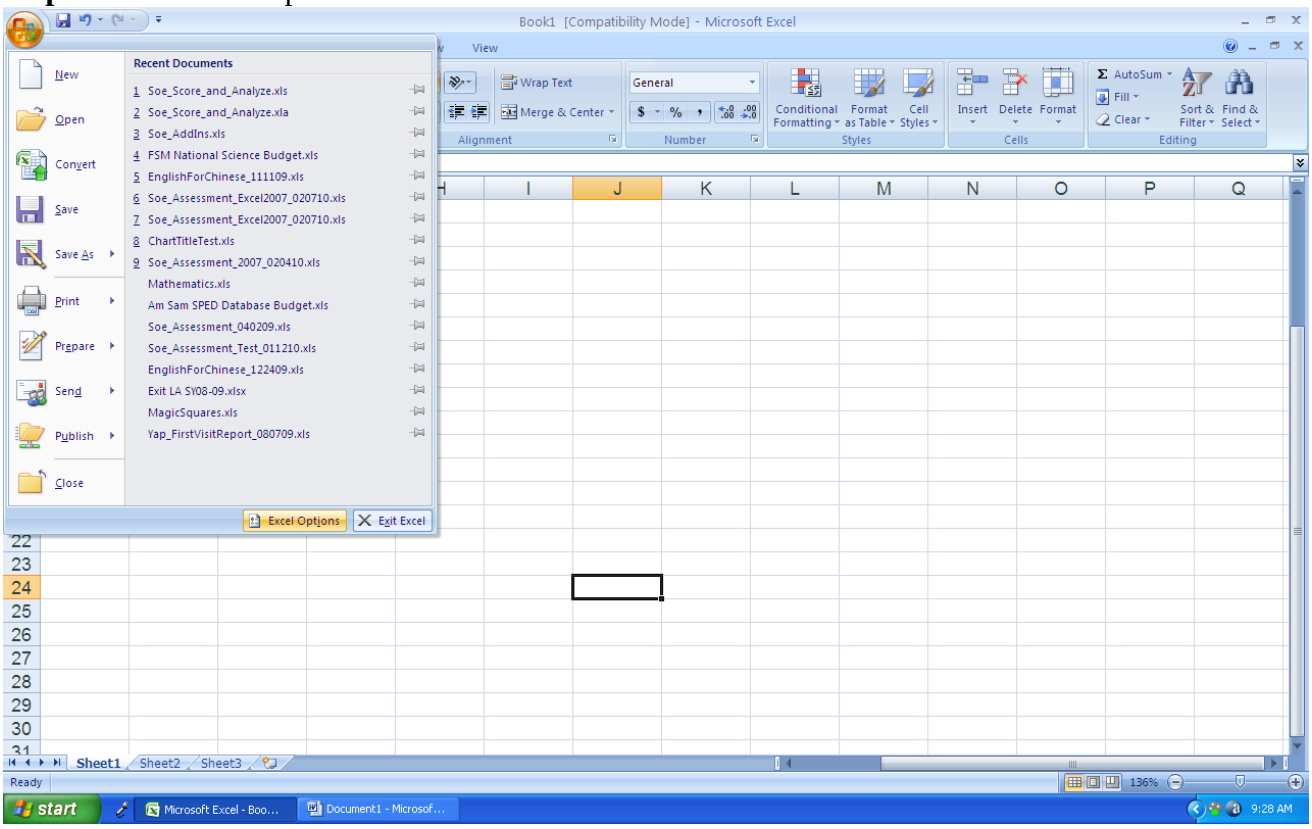
Step 1. Save Soe_Score_and_Analyze.xla file in a folder on your hard disk.

This guide assumes that you saved in My Documents. (If you want to save there, of course, you can save in any folder on your hard disk. Just remember where you saved it.)

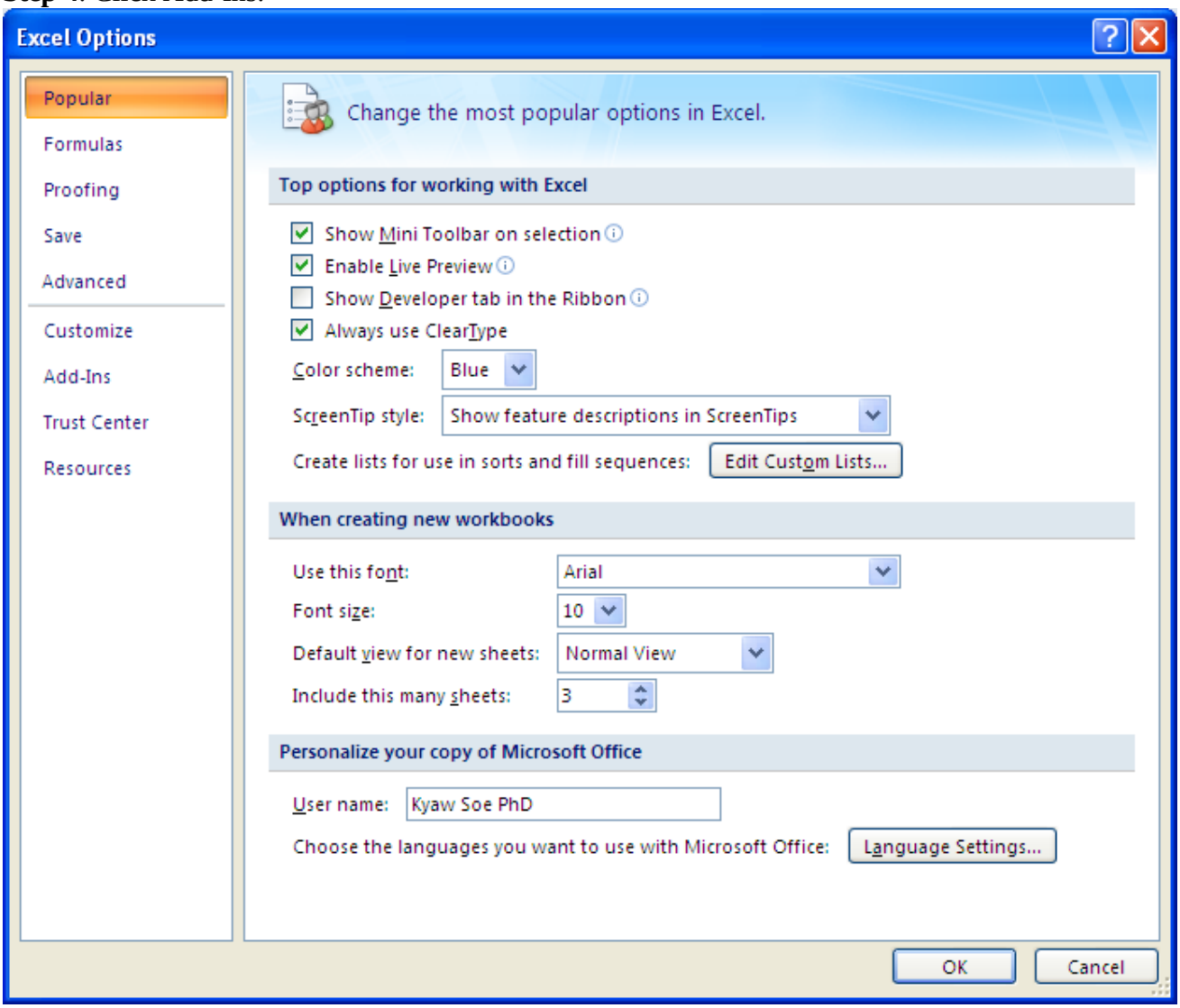
Step 2. Get into Excel 2007. Click Office icon.



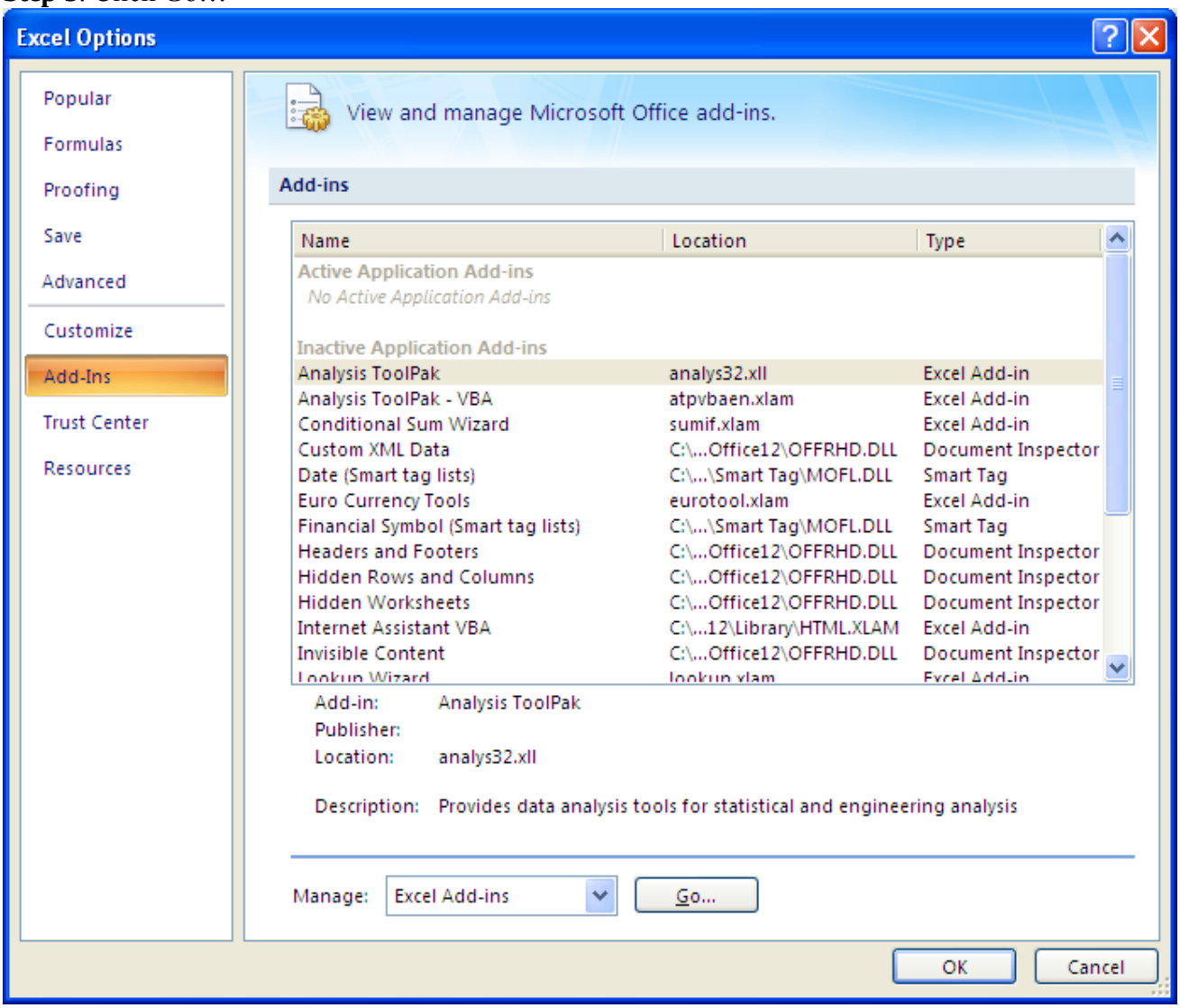
Step 3. Click Excel Options.



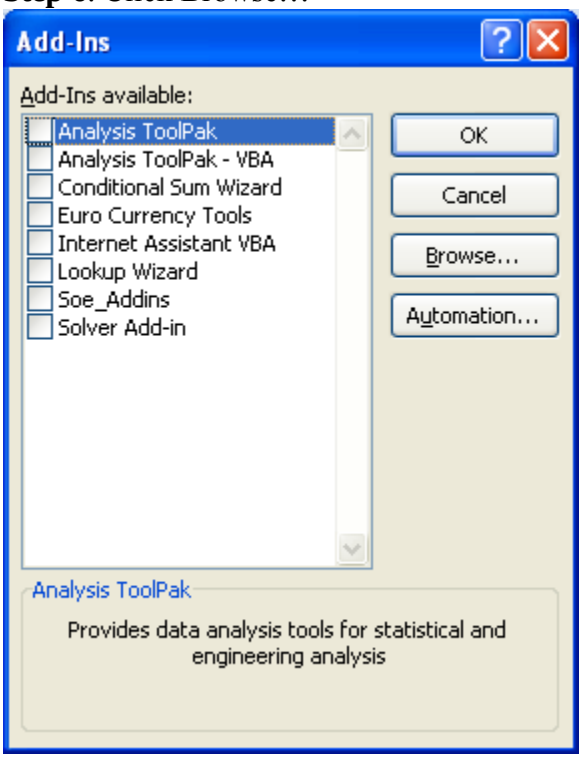
Step 4. Click Add-Ins.



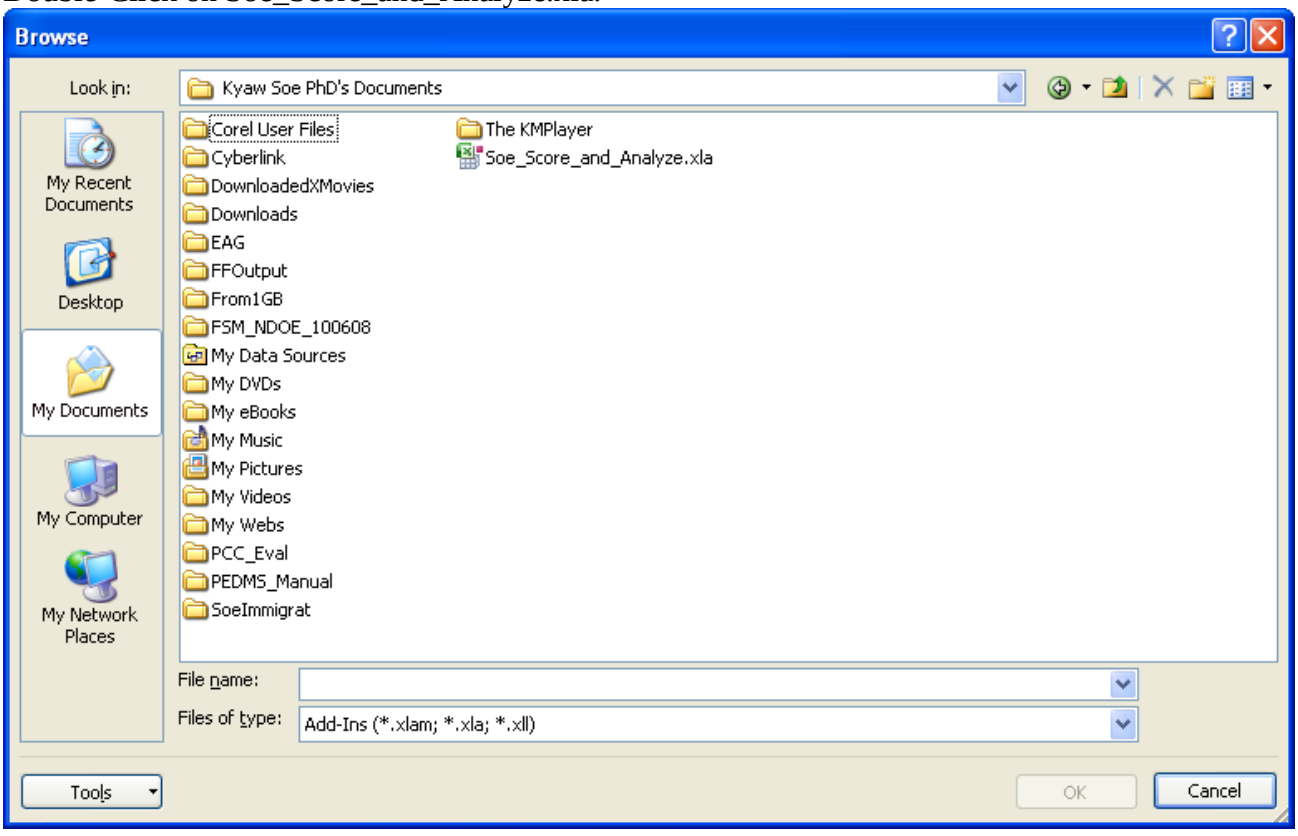
Step 5. Click Go…



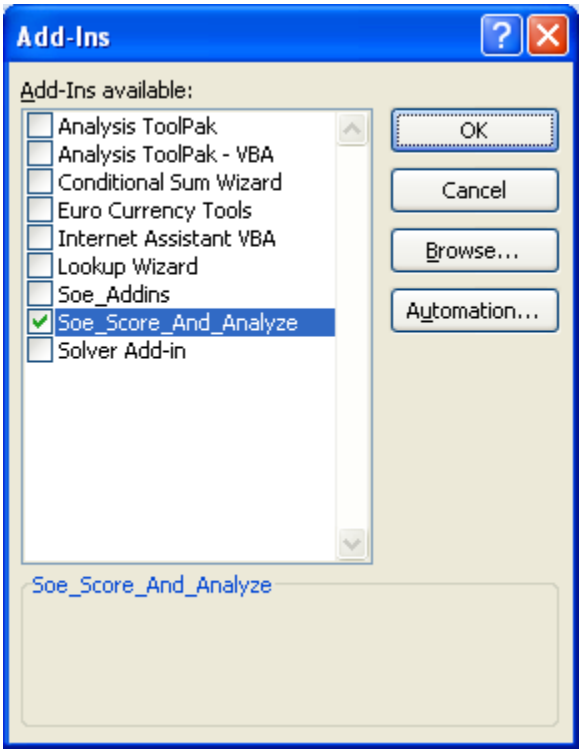
Step 6. Click Browse…



Step 7. Go to the folder where you saved the add-in. (In this example, the add-in is in My Documents.) In that folder you will see Soe_Score_and_Analyze.xla file. Double-Click on Soe_Score_and_Analyze.xla.



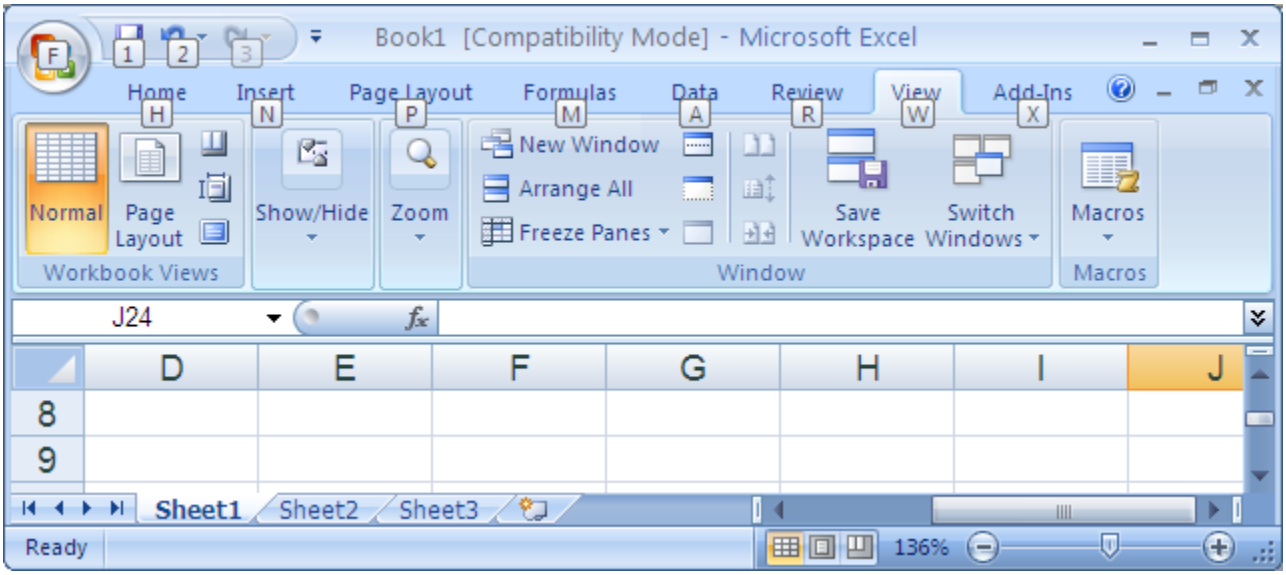
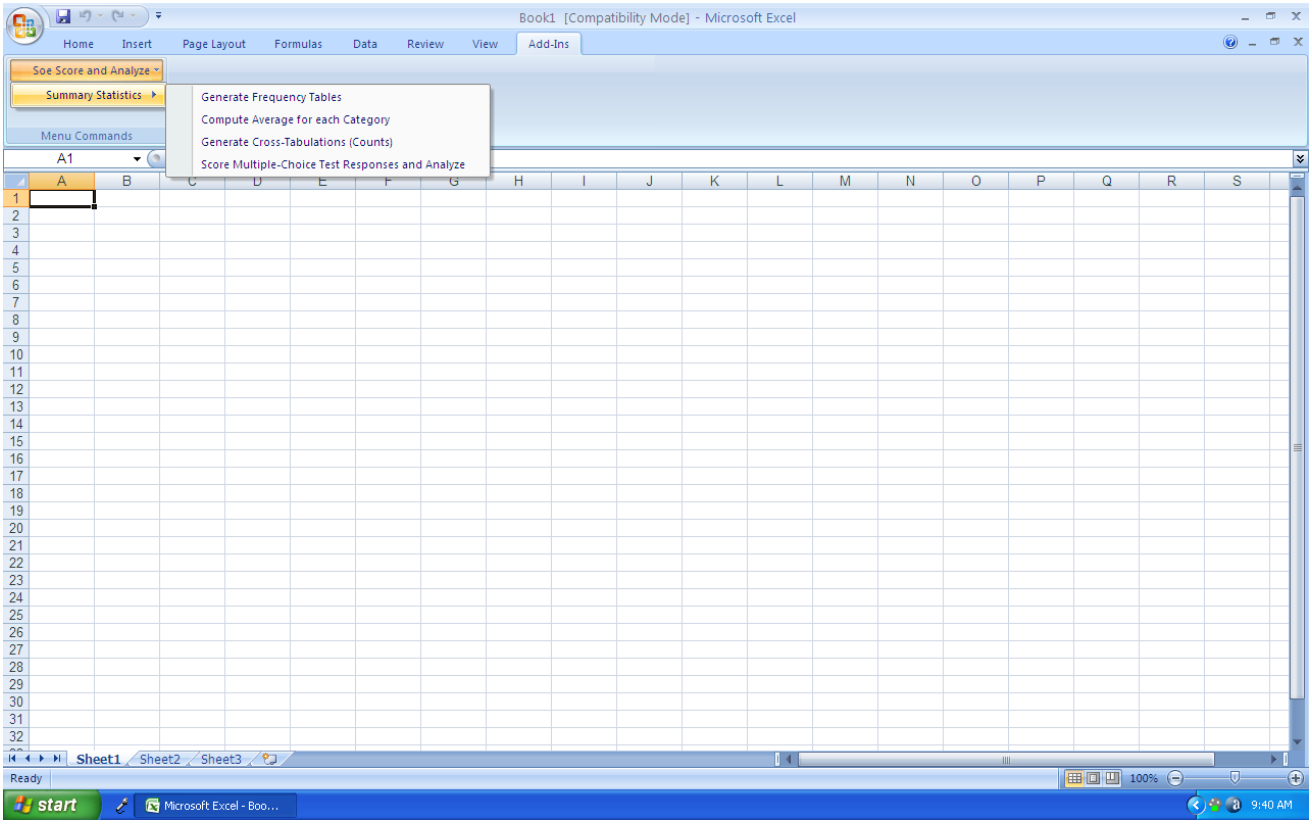
You will see Soe_Score_and_Analyze in Add-Ins dialog box as shown below. Notice that it is checked. (In case you don't want it in future, you can un-check it. But I don't see why you would do that.)



Now you have done in installing the add-in.

How to use the Soe_Score_and_Analyze add-in

In Excel 2007, click Add-Ins in menu bar.



You will see the following. Click Soe Score and Analyze. Click Summary Statistics. Then Click one of sub-menu item among four items you want.