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WHAT's New?



Convert your data to a different unit of measurement (Part 1)

If you want to convert the trail distances to kilometers, you don't need to spend time looking through conversion charts for the correct formula to convert your data's unit of measurement. Excel includes the **CONVERT** function as part of the Analysis ToolPak add-in. Follow the simple procedures below on how to install the Analysis ToolPak add-in.

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Convert your data to a different unit of measurement

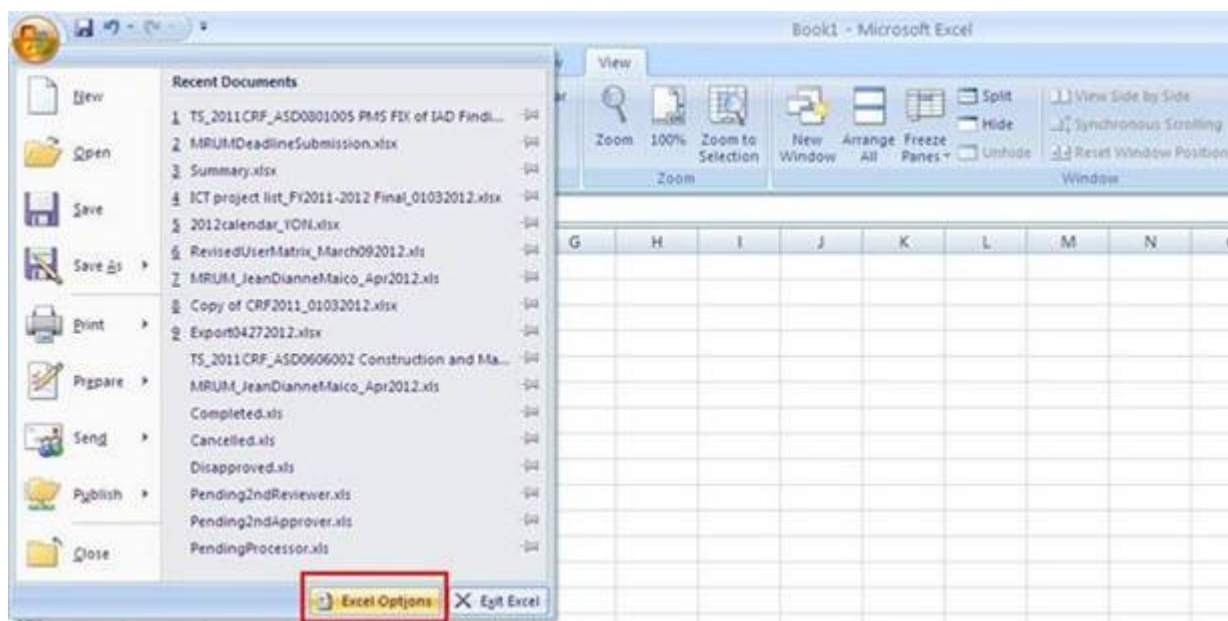
The Analysis ToolPak is included with Excel, and it's a breeze to install.

To install the Analysis ToolPak add-in:

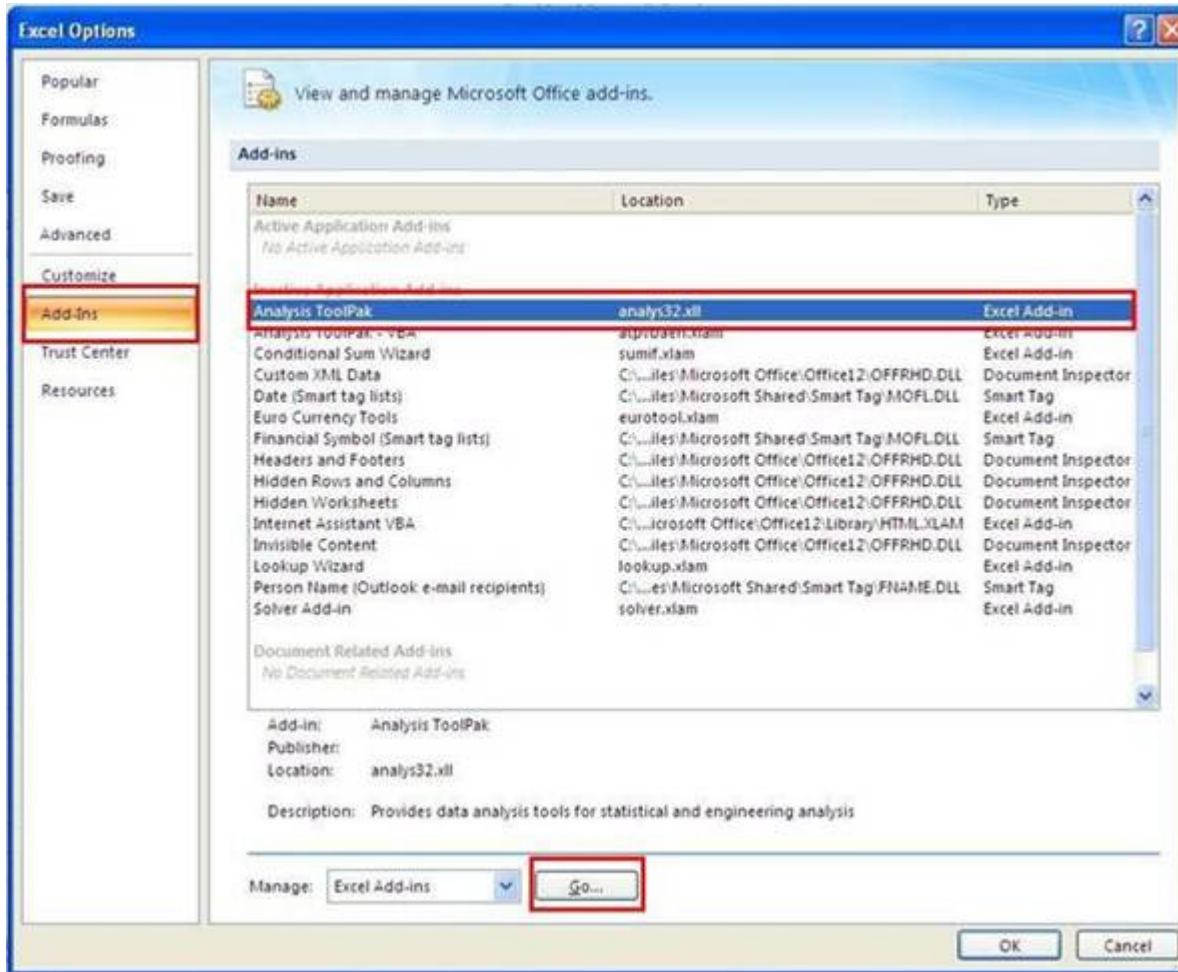
1. Choose Tools | Add-ins from the Menu bar (For Excel 2003). In 2007, click on the Office button and choose Excel Options.



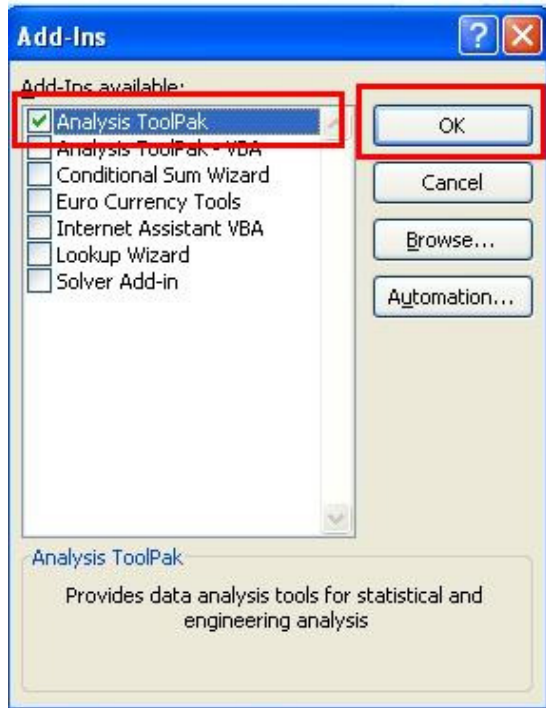
and choose Excel Options.



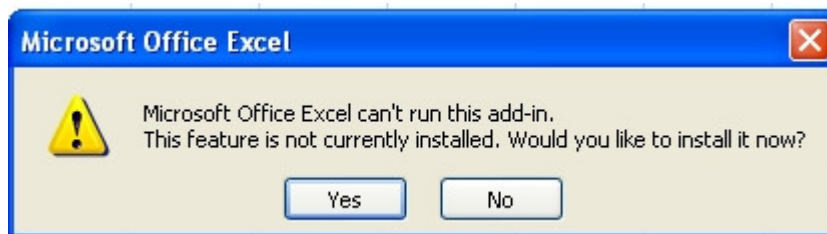
2. On the Excel Options dialog box, click on the Add-ins, then select the Analysis ToolPak and click Go.



3. In the Add-ins dialog box, select the check box next to the Analysis ToolPak in the list box and click Ok.



4. A message will prompt that the feature is not currently installed. Click Yes to proceed with the installation.





Once you installed the ToolPak add-in, you can use the **CONVERT** function to instantly perform the conversions from miles to kilometers.

**Note: Follow the future release of ProductivI.Ty to know how to use the Convert function.*