Find duplicate value

Select the inter value (Shift + Control + down arrow)

Home > Highlight Cells Rules > Duplicate Values

Remove duplicate value

Select the inter value (Shift + Control + down arrow)

Data > Remove duplicate

Dealing with missing values

Select the inter value (Shift + Control + down arrow)

Home > Find > Fill the find what then Fill the replace with value

Total amount = COUNTIF (beginning cell: end cell, value)

Average amount = AVERAGE (beginning cell: end cell)

Data Separation

Separate data

Data > Split Text to Columns