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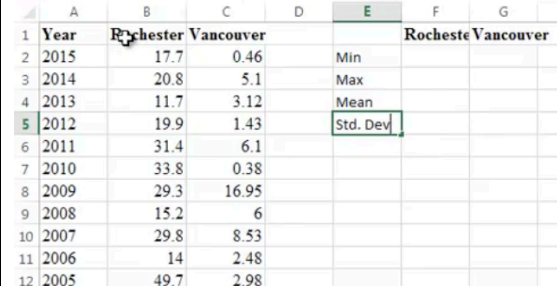
Create a Summary Statistics Table (Descriptive Summary)

Excel Step-by-Step How-to

Instructions: Use this guide to create a table of summary statistics.

Data requirement: one variable, quantitative data
Sample Data: yearly snowfall in Rochester and Vancouver

Step	Instructions + Screen Shot	MAC Variations
1. Type-in descriptions of the summary statistics you want to include in your table.	Typically, these values include: – minimum value – maximum value – mean value – standard deviation 	

2. Use an Excel formula to calculate the summary statistic for each variable.

For each summary statistic, enter the corresponding Excel formula and then select all data values (i.e. a range of cells) for each variable (in this example, Rochester and Vancouver are the variables).

Common Excel formulas:

=MIN(range…)
=MAX(range…)
=AVERAGE(range…)
=STDEV(range…)

A range is written simply as A:B such that A is the starting row/column, and B is the finishing row and column. In Excel you can simply select the cell to have an expression fill with the correct row and column.

	A	B	C	D	E	F	G
1	Year	Rochester	Vancouver			Rochester	Vancouver
2	2015	17.7	0.46		Min	4	0.12
3	2014	20.8	5.1		Max	61.3	
4	2013	11.7	3.12		Mean	=aver(B$2:B$77)	
5	2012	19.9	1.43		Std. Deviation	AVERAGE	Returns t
6	2011	31.4	6.1			AVERAGEA	
7	2010	33.8	0.38			AVERAGEIF	
8	2009	29.3	16.95			AVERAGEIFS	
9	2008	15.2	6				
10	2007	29.8	8.53				
11	2006	14	2.48				

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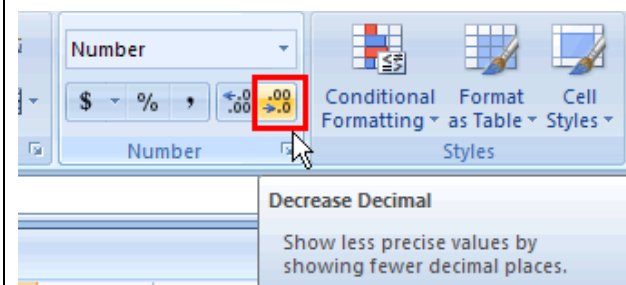|		
TIP: To quickly select a range of cells in a column:	Replace the range with the column letter. For example, if you want all of the data in column B, your range can be B:B.	Select the first cell in the column you would like to select and press CMD+Shift+Down

TIP: To quickly replicate formulas across cells:

First, it is important to lock the appropriate values in your formula. Locking a value makes the formula always reference the locked cell instead of changing based on location. You can lock he values in each formula by placing a "$" in front of each coordinate. For example, by representing the formula as B$24+C$35, the value will always calculate using rows 24-35 no matter where that formula is placed. Note that if you also place a "$" in front of the column letter, that will also lock the column.

Then, highlight the cell with the formula you want to copy, and drag the cursor across to the next cell.

3. Decrease the number of decimal places for all the values in your summary statistics table to one or two; this makes it easier to read.

To do this quickly, use the decimal button on the top toolbar.

3

4. Format your finished summary statistics table as desired.

Simple things like making the column and row titles bold can help you and others more easily read and interpret the data.

	Rochester	Vancouver
Min	4	0.12
Max	61.3	28.2
Mean	24.4	7.0
Std. Dev	12.3	6.1