Let’s assume you have some data in a single column of an Excel workbook. We show the first 10 rows (out of 27) for some example data below, but we assume you are applying what we cover here to your own real data.

A picture containing table

Description automatically generated

To compute descriptive statistics, you will need the Data Analysis Toolpak. If you’ve never enabled it before, see [these instructions from Microsoft](https://support.microsoft.com/en-us/office/load-the-analysis-toolpak-in-excel-6a63e598-cd6d-42e3-9317-6b40ba1a66b4#OfficeVersion=Windows) on how to do so.

On the Data tab, click the Data Analysis button, shown below.

Graphical user interface, application

Description automatically generated

From the list of tools it provides, choose Descriptive Statistics, as shown below, then click OK.

Graphical user interface, text, application

Description automatically generated

Highlight all the cells in your column as input (excluding the column header, if any), then check the “Summary statistics” checkbox, as shown below. Then click OK.

Graphical user interface, application

Description automatically generated

Excel will create a new sheet that reports your column’s mean, median, variance, and more, as shown below.

Graphical user interface, table, Excel

Description automatically generated

To get a report of the unique values in your column and the frequency of each, you can use a pivot table. Highlight your column of data, then on the Insert tab, choose Pivot Table, as shown below.

Graphical user interface, application, table, Excel

Description automatically generated

Drag your column’s name from the list of pivot table fields down into both the Rows and Values areas, as shown below.

Graphical user interface, application

Description automatically generated

From the drop-down under Values, choose “Value field settings…” and change Sum to Count, as shown below. Then click OK.

Graphical user interface, text, application

Description automatically generated

Your pivot table will now contain the desired report. The first few rows with our example data look like the following. Most data points appear only once, but 6 appears twice and 34 appears three times.

Text

Description automatically generated