To obtain several common statistics for a set of data, do the following:

1. From the **Tools** menu select **Data Analysis….**

2. Select **Descriptive Statistics** and press **OK**

3. Click in the box labeled **Input Range** and highlight the data in your spreadsheet. If you include a label for the data set, then click on the box for **Labels in First Row/Column**. Also, select the correct **Group by Column/Row** radio button indicating whether your data is organized by rows or columns.

4. Select the radio button for **Output Range**, click in the associated box, and then click on the spreadsheet cell that will be the upper left cell for the output.

5. Check the box for **Summary Statistics**

6. Select **Ok**; results will appear in the spreadsheet

sample	mass (g)		*mass (g)*			
1	2.398					
2	2.583		Mean	2.3208		
3	2.293		Standard Error	0.06131083		
4	2.513		Median	2.364		
5	2.064		Mode	#N/A		
6	2.330		Standard Deviation	0.19388187		
7	2.425		Sample Variance	0.03759018		
8	2.452		Kurtosis	-0.90705559		
9	2.001		Skewness	-0.49085603		
10	2.149		Range	0.582		
			Minimum	2.001		
			Maximum	2.583		
			Sum	23.208		
			Count	10		

Several terms in this output are new to you. The **mode** is the most frequent response; it is listed here as not applicable as no response is present more than once. The **standard error** is the standard deviation divided by the square root of the number of samplesr. **Kurtosis** is a measure of the distribution's peak shape (a normal distribution has a kurtosis of zero, with negative values indicating a flat peak and a positive value indicating a sharp peak). **Skewness** is a measure of a distribution's symmetry (a normal distribution has a skewness of zero), with negative values indicating that the data tails toward smaller values. Kurtosis and skewness are of limited use for small data sets. Sum is just the summation of the values for all samples.