

Subtotals

About Subtotals

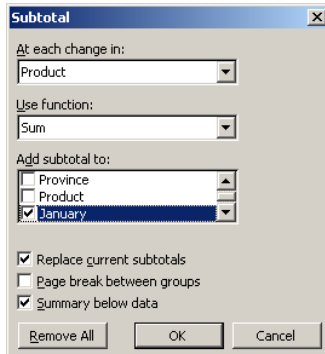
Microsoft Excel® can automatically place subtotals in your worksheet, based on how your worksheet data is sorted.

When subtotals are created in your worksheet, Microsoft Excel® automatically creates an outline structure so that you can expand and collapse groups in the worksheet.

How to Create Subtotals in a Worksheet

To create subtotals in a worksheet:

1. Sort the table by the column for which you want to see subtotals.
2. Select the entire table, including header rows, then click on the *Data* tab and select *Subtotal* from the *Outline* group. The *Subtotal* dialog box will appear:

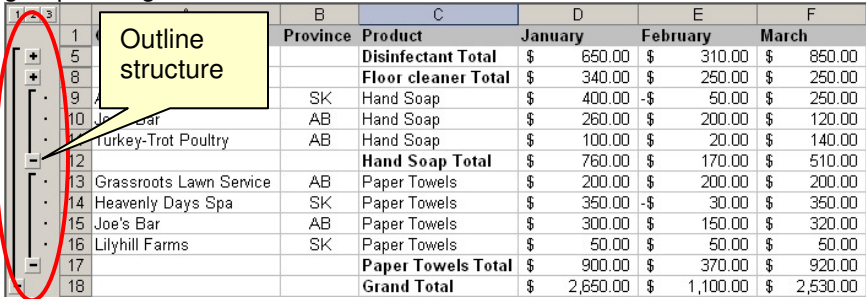


3. In the *At each change in* field, select the column for which you want to see subtotals.
4. In the *Use Function* field, select *Sum*.
5. In the *Add subtotal to* field, place a check in the box beside each column you would like to have subtotaled.
6. Unless you have existing subtotals in the worksheet that you want to keep, check the box beside *Replace current subtotals*.
7. If you want each group to display on a separate page, check the box beside *Page break between groups*.
8. If you want the subtotals to display under each group, check the box beside *Summary below data*.
9. Click *OK*.

Subtotals

✂ How to Expand and Collapse Subtotal Groups

When you place subtotals in a worksheet, you can expand and collapse groups using the outline structure at the left of the data:



	B	C	D	E	F
1					
5					
8					
9	SK	Hand Soap	\$ 400.00	-\$ 50.00	\$ 250.00
10	AB	Hand Soap	\$ 260.00	\$ 200.00	\$ 120.00
11	AB	Hand Soap	\$ 100.00	\$ 20.00	\$ 140.00
12					
13	AB	Paper Towels	\$ 200.00	\$ 200.00	\$ 200.00
14	SK	Paper Towels	\$ 350.00	-\$ 30.00	\$ 350.00
15	AB	Paper Towels	\$ 300.00	\$ 150.00	\$ 320.00
16	SK	Paper Towels	\$ 50.00	\$ 50.00	\$ 50.00
17					
18					

1. Click on a “-” sign to collapse a group.
2. Click on a “+” sign to expand a group.

✂ How to Remove Subtotals from a Worksheet

To get rid of subtotals in a worksheet:

1. Select the entire table, including the header rows.
2. Click on the *Data* tab, and select *Subtotal* in the *Outline* group.
3. In the *Subtotal* dialog box, click on the *Remove All* button.