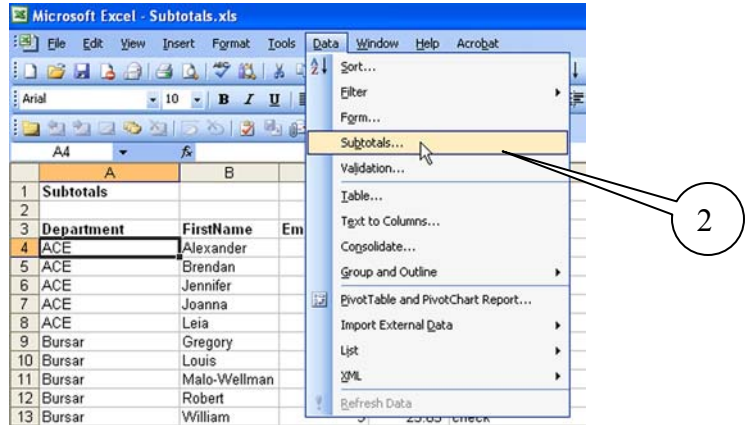
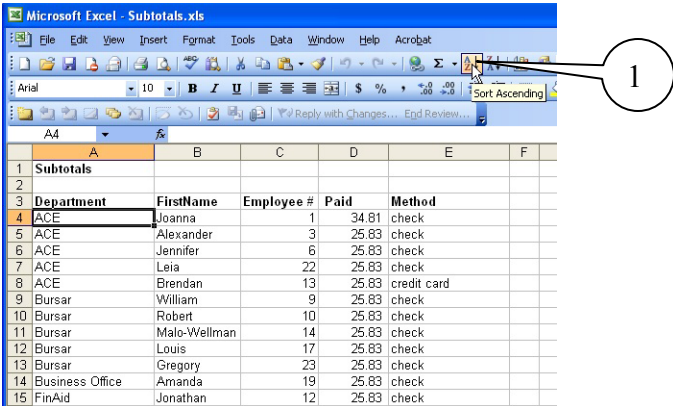


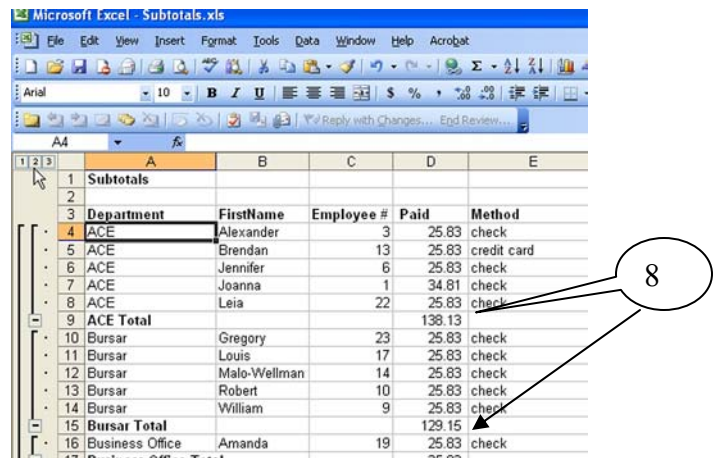
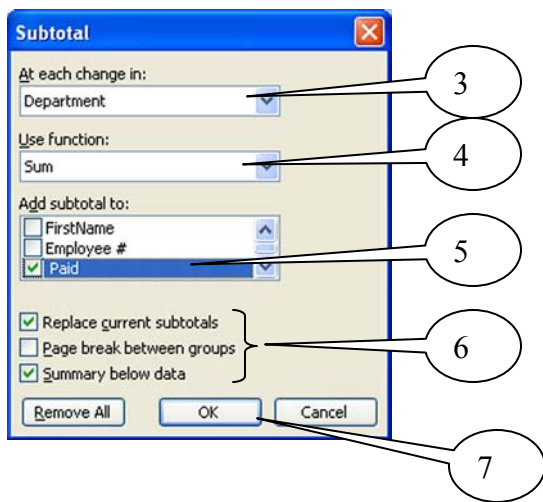
Subtotals

The subtotals feature in Excel uses outlining to provide sub-total and grand total information in your data. Your data must be organized as a list (ie. A group of consecutive rows of data, with column headings).

1. Sort your list on the column that you plan to subtotal. For example, if you wish to see subtotals of salary by department, first sort by department. You can sort by clicking once in the column you wish to sort on, and clicking the A-Z (sort ascending) button on the standard toolbar.
2. From the menu bar, select Data, subtotals.

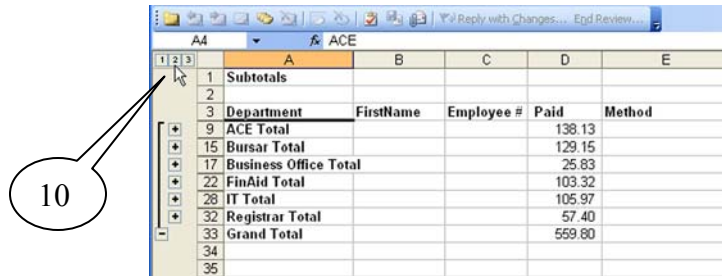
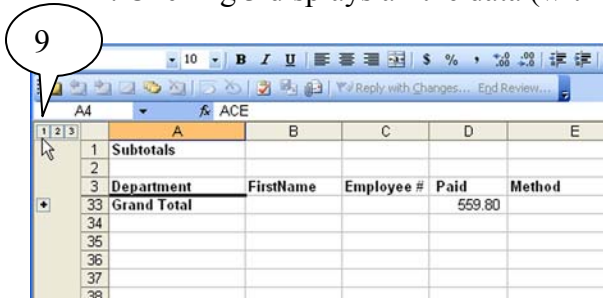


3. In the subtotals window, in the “At each change in” box, click the category you wish subtotals for (in the example below, the Department).
4. In the “Use function”, click the type of function you wish (sum, average, etc.)
5. In the “Add subtotal to” box, select the column that has the numeric data you wish summed or averaged.
6. You may alter the default selections about replacement of current subtotals, page breaks between groups, or summary data below groups if you wish, or accept the defaults.
7. Click OK.
8. You will see the spreadsheet displayed with your subtotals.



You can use the outlining features to view the data in different ways:

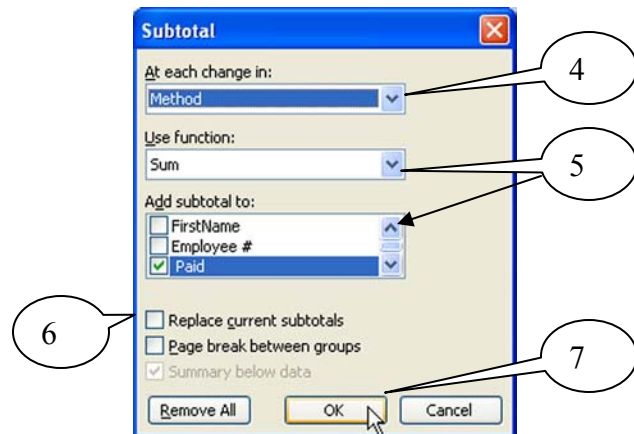
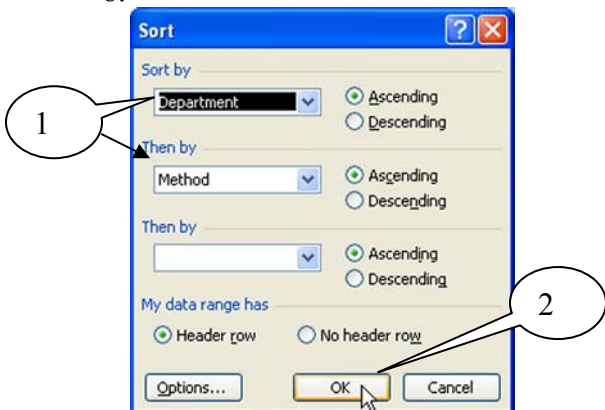
9. Clicking 1 displays only grand total information
10. Clicking 2 displays subtotal and grand total information
11. Clicking 3 displays all the data (with the subtotals and grand totals, as seen in the screen above)



Nesting Subtotals

You can add additional subtotals within the existing ones by following the same process, with a couple of exceptions. Suppose in the example above we wanted to see subtotals for how much money was paid by each method within each department.

1. First sort the data by both department and payment method. From the menu bar, select data, sort and select those fields in the sort by boxes.
2. Click OK
3. Create the first set of subtotals exactly as we did in the example above.
4. To create the nested subtotals, select data, subtotals, and this time use Method in the “at each change in” box.
5. The “use function” box should still be sum, and the “add subtotal to” box should still be the amount paid.
6. To create the nest, be sure to uncheck the “replace current subtotals” box.
7. Click OK.
- 8.



Removing Subtotals

1. Be sure your active cell is somewhere inside the list
2. Select Data, subtotals
3. In the subtotal window, click the remove all button
4. Click OK.

