

Using the Subtotals Feature in Excel 2007/2010

Introduction to Subtotals

Excel can automatically calculate subtotal and grand total values in a list. When you insert automatic subtotals, Excel outlines the list so that you can display and hide the detail rows for each subtotal.

Step 1

1. Highlight the table of data that Subtotals are to be applied to.
2. From the **Home** tab click **Sort & Filter > Custom Sort >** sort the data as required (e.g., Salesperson).

The screenshot shows the 'Sort & Filter' menu open, with the 'Custom Sort...' option selected. The 'Sort' dialog box is displayed, showing the following configuration:

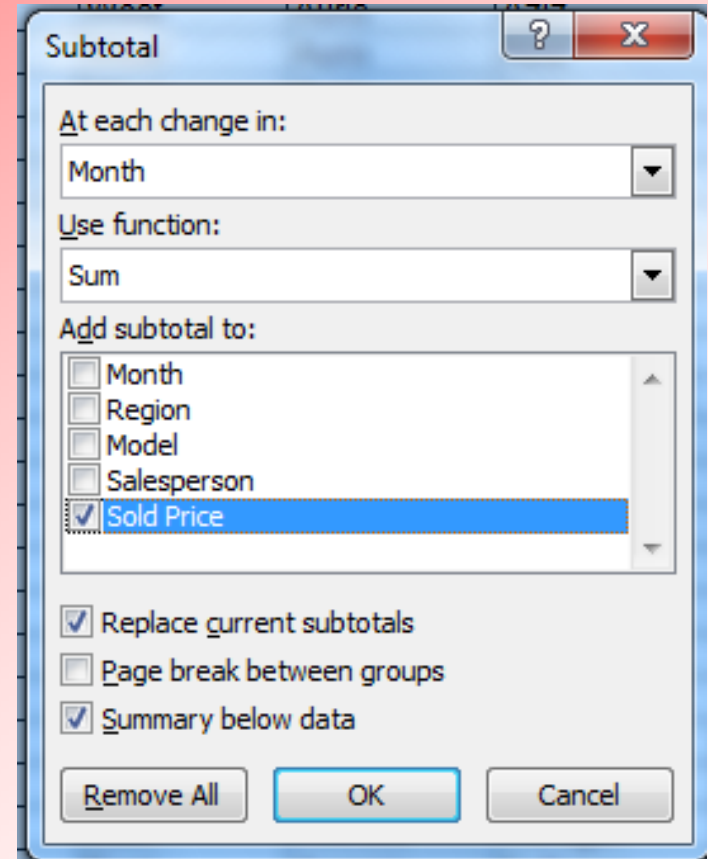
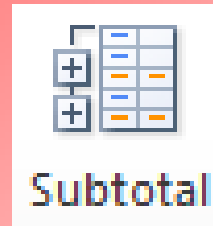
Column	Sort On	Order
Sort by: Salesperson	Values	A to Z
Then by: Sold Price	Values	Smallest to Largest

The background spreadsheet shows a table titled 'Regional Sales' with the following data:

Month	Region	Model	Salesperson	Sold Price
Oct	West	Auris	Aziz	16,990
Apr	West	Auris	Aziz	16,999
Aug	West	Auris Hybrid	Brown	21,040

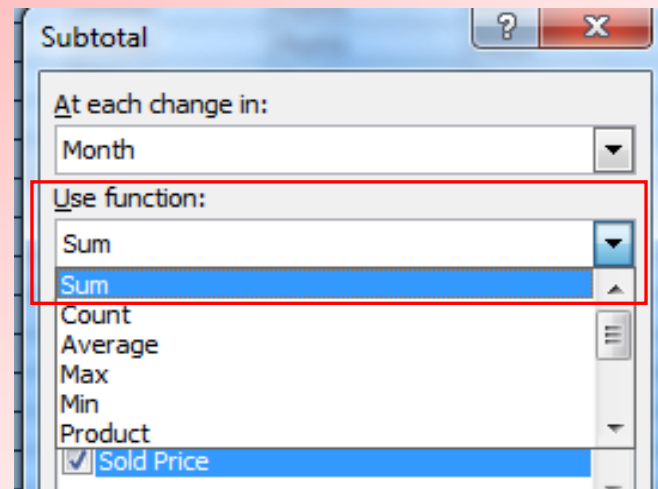
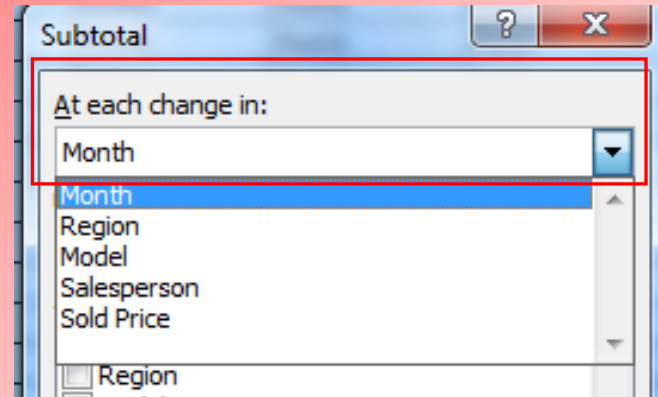
Step 2

3. From the **Data** tab click **Subtotal** > the Subtotal dialog box is displayed.



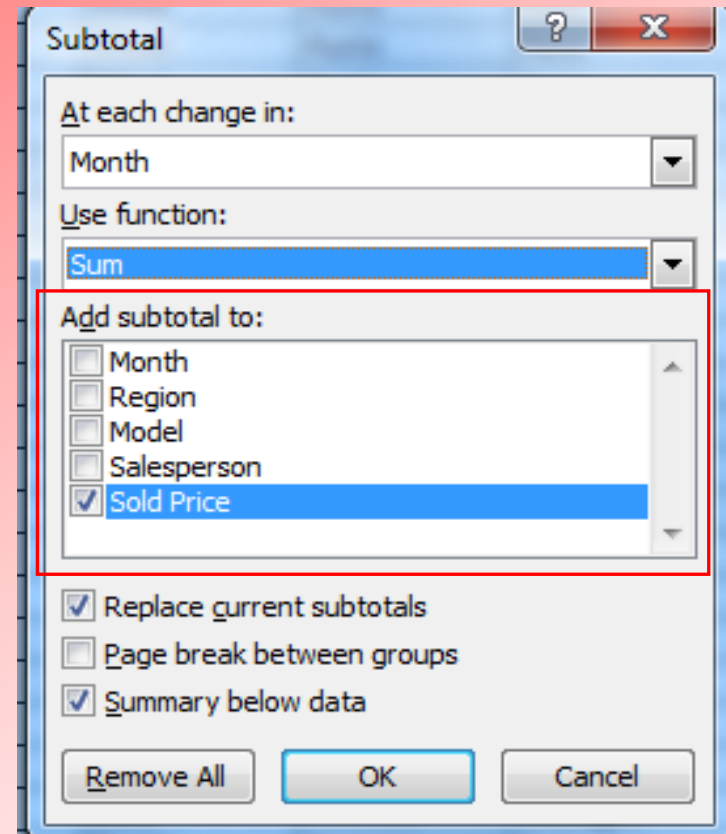
Step 3

4. Under the '**At each change in:**' Use the dropdown arrow and select the appropriate column to use.
5. Under the '**Use function:**' Use the dropdown arrow and select the required function.



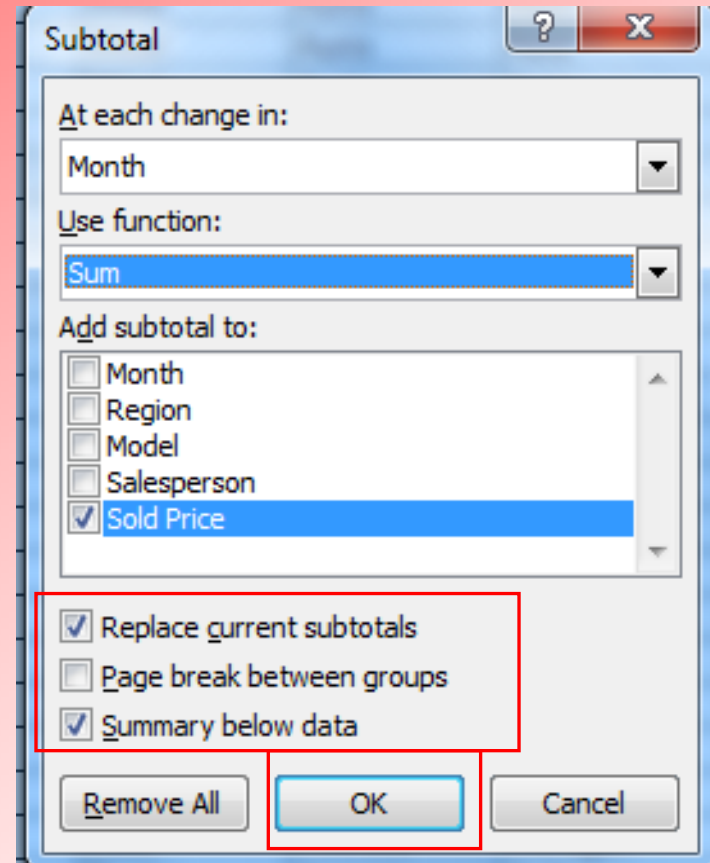
Step 4

6. Tick the box of the column you want to display a subtotal figure under (e.g., Sold Price).



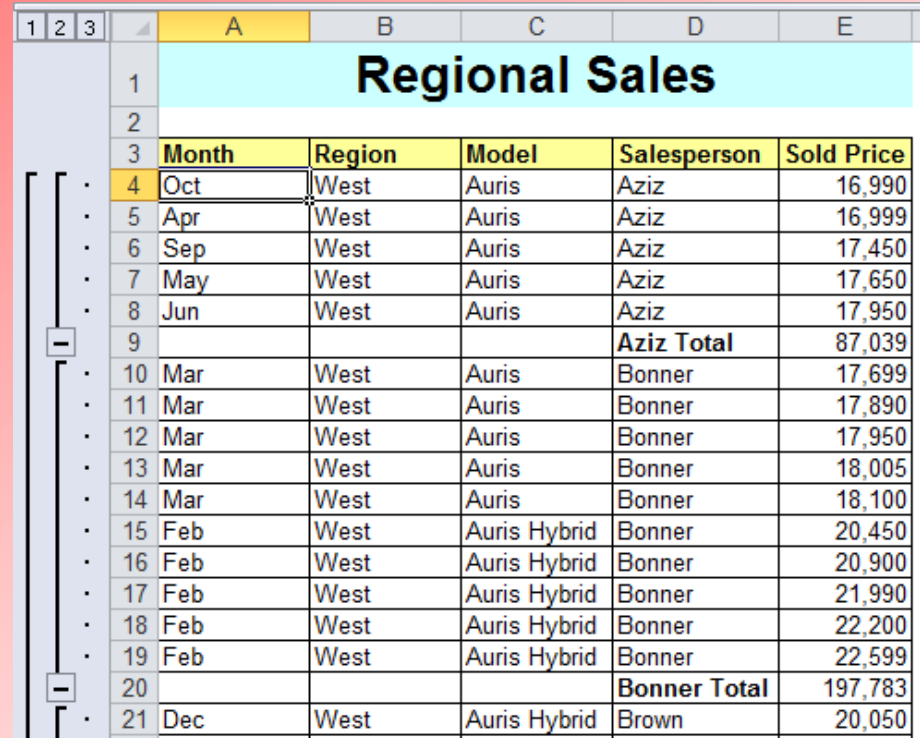
Step 5

7. Tick the **Replace current subtotals** and **Summary below data** below data boxes > **OK**.



Step 6

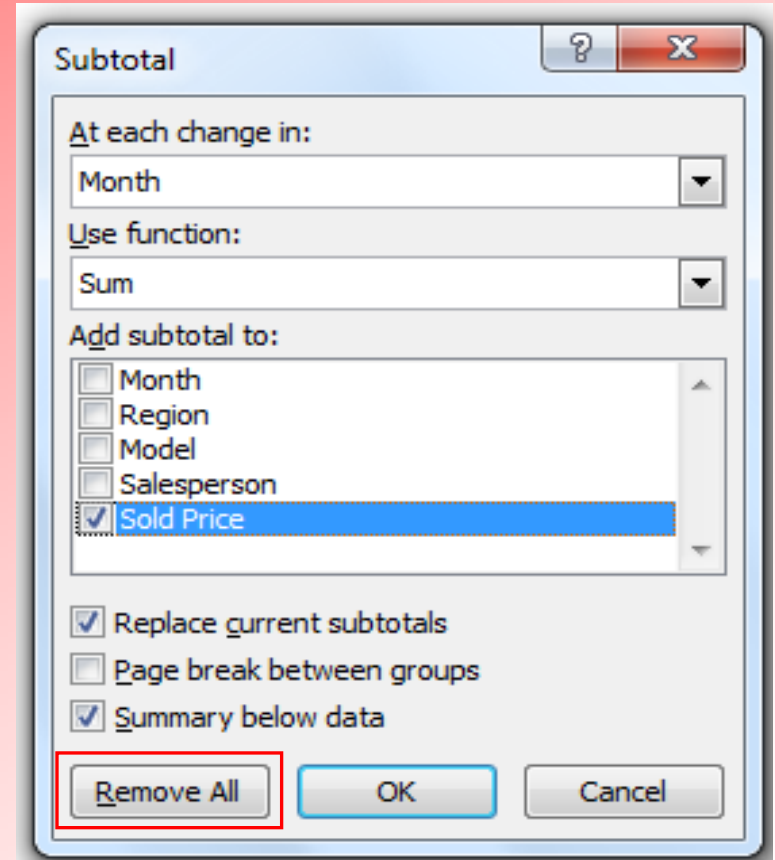
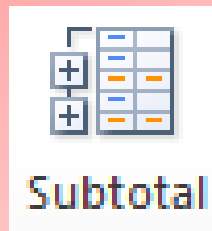
8. The data is displayed with subtotals at each change in data. The Outline feature is also switched on to enable rows to hidden/displayed as required.



	A	B	C	D	E
1	Regional Sales				
2					
3	Month	Region	Model	Salesperson	Sold Price
4	Oct	West	Auris	Aziz	16,990
5	Apr	West	Auris	Aziz	16,999
6	Sep	West	Auris	Aziz	17,450
7	May	West	Auris	Aziz	17,650
8	Jun	West	Auris	Aziz	17,950
9				Aziz Total	87,039
10	Mar	West	Auris	Bonner	17,699
11	Mar	West	Auris	Bonner	17,890
12	Mar	West	Auris	Bonner	17,950
13	Mar	West	Auris	Bonner	18,005
14	Mar	West	Auris	Bonner	18,100
15	Feb	West	Auris Hybrid	Bonner	20,450
16	Feb	West	Auris Hybrid	Bonner	20,900
17	Feb	West	Auris Hybrid	Bonner	21,990
18	Feb	West	Auris Hybrid	Bonner	22,200
19	Feb	West	Auris Hybrid	Bonner	22,599
20				Bonner Total	197,783
21	Dec	West	Auris Hybrid	Brown	20,050

Step 7

9. To remove the displayed subtotals > select a cell within the table of data > **Data tab**> **Subtotals** > **Remove All** > **OK**.



Step 8

10. Click the **Remove All** button > the data sheet is returned to it's original view.

	A	B	C	D	E
1	Regional Sales				
2					
3	Month	Region	Model	Salesperson	Sold Price
4	Jan	East	Avensis	Ripley	23,850
5	Jan	West	Prius	Maguire	22,900
6	Apr	West	Auris	Aziz	16,999
7	Jan	East	Yaris	Ferguson	12,850
8	Jan	West	Auris Hybrid	Quinn	21,050
9	May	East	Yaris	Day	13,300
10	Feb	West	Auris Hybrid	Bonner	22,200
11	Feb	West	Auris	Lin	17,500
12	Jun	East	Avensis	Martin	26,100
13	Feb	West	Prius	Edwards	23,500
14	Mar	East	Yaris	Roman	13,200
15	Jul	West	Auris Hybrid	Brown	21,150
16	Mar	East	Avensis	Callagan	26,900
17	Mar	West	Auris	Bonner	18,100
18	Aug	West	Prius	Ludlow	23,990
19	Jan	East	Avensis	Ripley	27,000
20	Jan	West	Prius	Maguire	22,890
21	Sep	West	Auris	Aziz	17,450
22	Jan	East	Yaris	Ferguson	14,120
23	Jan	West	Auris Hybrid	Quinn	22,100
24	Oct	East	Yaris	Day	12,990

**We hope you found this
Excel 2007/2010 tutorial
useful. Look out for more
from 2DAY.**