

Using the Subtotals Feature in Excel 2003

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

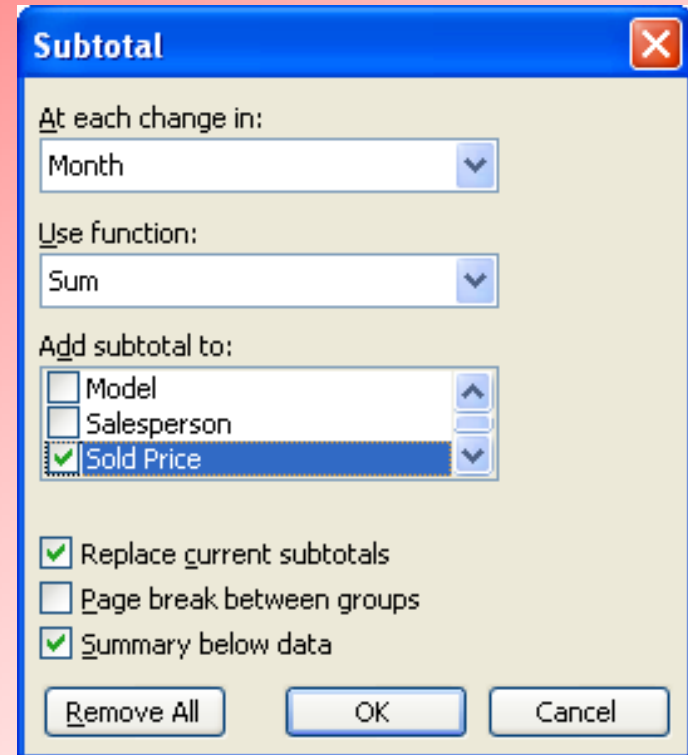
1. Highlight the table of data that Subtotals are to be applied to.
2. From the menu bar select **Data > Sort >** sort the data as required (e.g., Salesperson).



	A	B	C	D	E
1	Regional Sales				
2					
3	Month	Region	Model	Salesperson	Sold Price
4	Apr	West	Auris	Aziz	16,999
5	Sep				17,450
6	May				17,650
7	Oct				16,990
8	Jun				17,950
9	Feb				22,200
10	Mar				18,100
11	Feb				20,900
12	Mar				17,950
13	Feb				20,450
14	Mar				18,005
15	Feb				21,990
16	Mar				17,890
17	Feb				22,599
18	Mar				17,699
19	Jul				21,150
20	Dec				20,050
21	Aug				21,040
22	Apr	West	Auris Hybrid	Brown	20,900

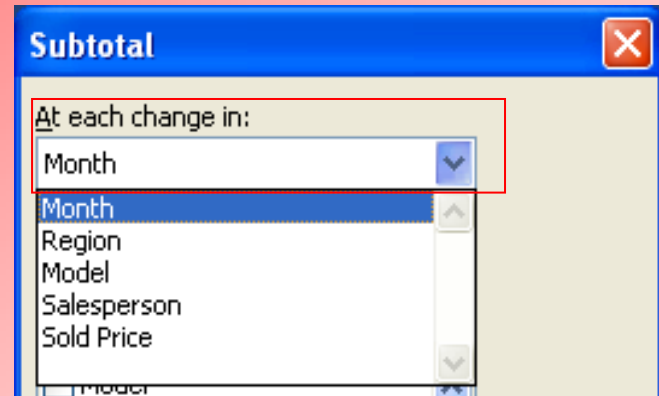
Step 2

3. From the menu bar select **Data** > **Subtotal** > the Subtotal dialog box is displayed.

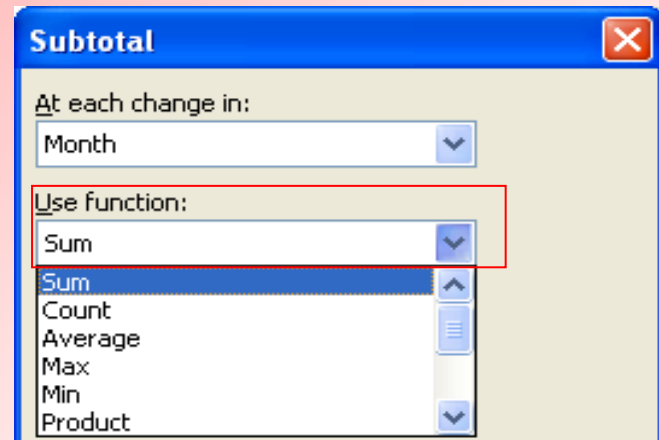


Step 3

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

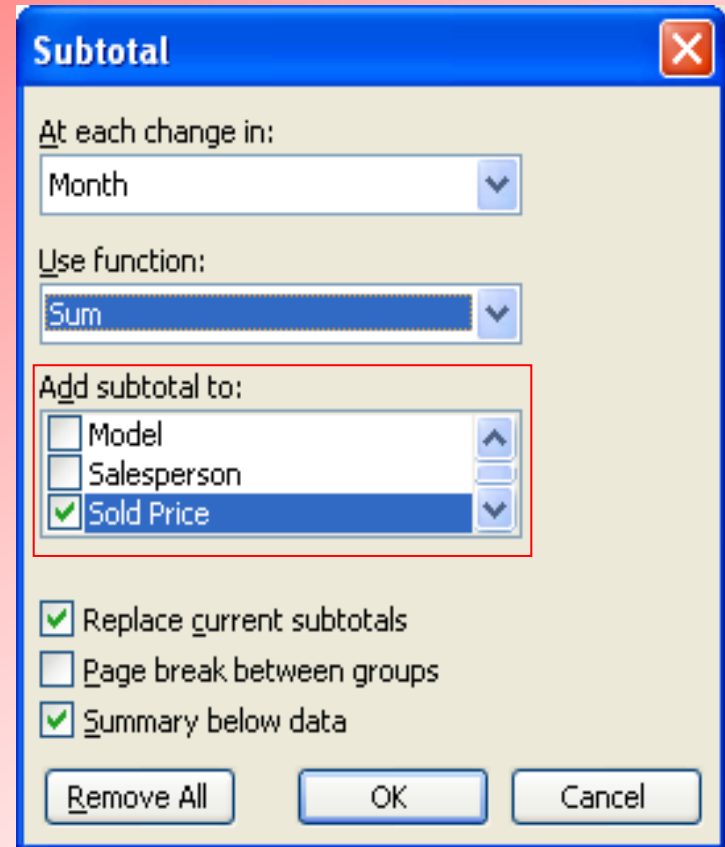


5. Under the 'Use function:' Use the dropdown arrow and select the required function.



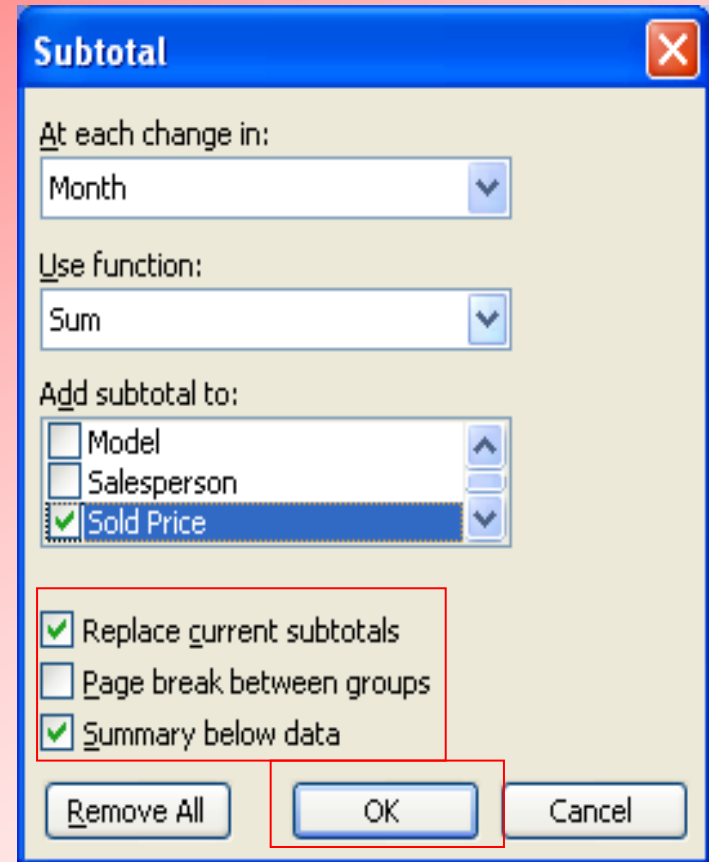
Step 4

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



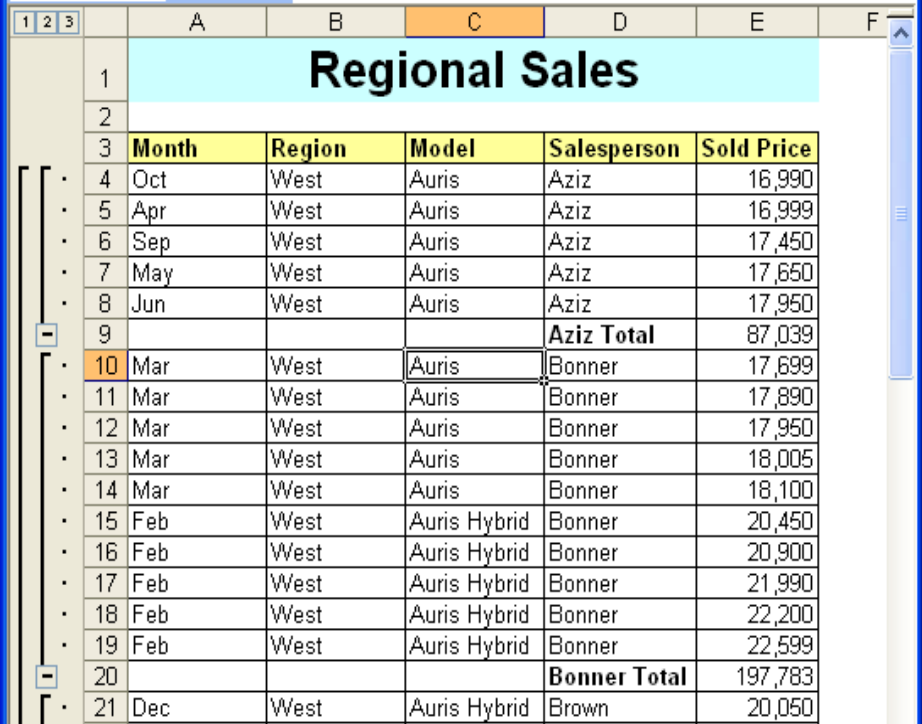
Step 5

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

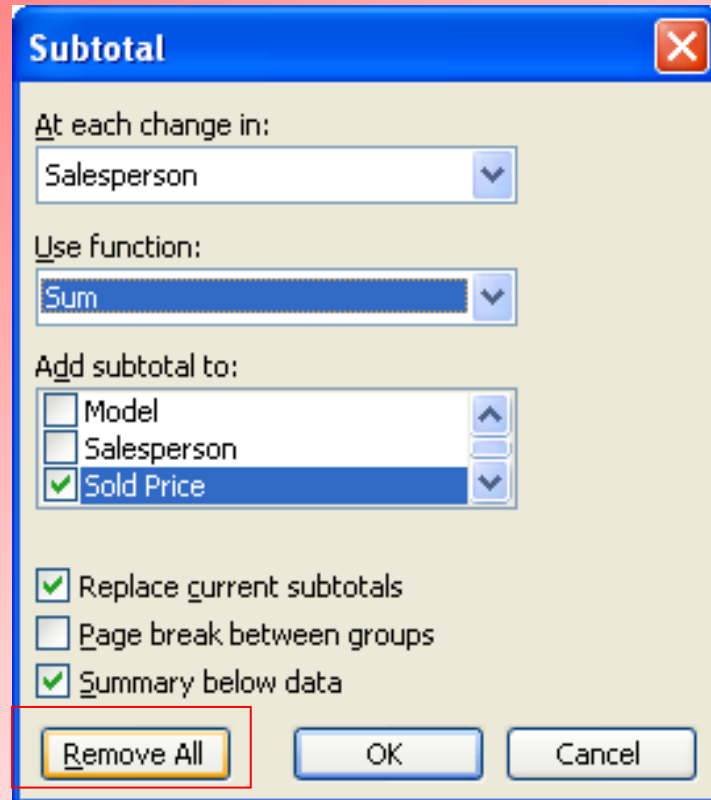


The screenshot shows an Excel spreadsheet with a table titled "Regional Sales". The table has columns for Month, Region, Model, Salesperson, and Sold Price. The data is grouped by salesperson (Aziz and Bonner) with subtotals. The Outline feature is enabled, indicated by minus signs in the row numbers column. Row 10 is highlighted in orange.

	A	B	C	D	E	F
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 > Subtotals.**



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	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	Mar	West	Auris	Bonner	17,699
10	Mar	West	Auris	Bonner	17,890
11	Mar	West	Auris	Bonner	17,950
12	Mar	West	Auris	Bonner	18,005
13	Mar	West	Auris	Bonner	18,100
14	Feb	West	Auris Hybrid	Bonner	20,450
15	Feb	West	Auris Hybrid	Bonner	20,900
16	Feb	West	Auris Hybrid	Bonner	21,990
17	Feb	West	Auris Hybrid	Bonner	22,200

**We hope you found this
Excel 2003 tutorial useful.
Look out for more from
2DAY.**