

Calculating Subtotals

Once you have sorted a data range into groups, Excel's *Subtotal* command can create a subtotal for each group, automatically inserting a new row and displaying the total for each line.

Adding Subtotals

Subtotals are added using the *Subtotal* dialog box, which is accessed from the *Data* command tab.

NOTE: The *Subtotal* command is not available for Excel *Tables*. To find subtotals for *Table* data, you can convert it to a normal data range and then perform the *Subtotal* command. For more information, refer to *Converting a Table to back to a data range*.

1. Sort your data range
2. Select a cell within the data range



3. From the *Data* command tab, in the *Outline* group, click **SUBTOTAL**  the *Subtotal* dialog box appears.

HINT: The following two graphics show a data range that has been sorted according to days of the week, and its corresponding *Subtotal* dialog box, which has been set to display subtotals for the total hours worked on each day of the week.

	A	B	C	D	E	F
1	Last	First	Day	Worker	Amount	Hours
2	Field	Celia	Monday	student	334.56	22
3	Smith	Seth	Monday	staff	356.78	25
4	Amos	Ali	Tuesday	student	432.12	25
5	South	Emma	Tuesday	staff	455.89	30
6	Belles	Carlos	Wednesday	staff	789.99	40
7	Everest	Chris	Wednesday	staff	987.32	42
8	Best	Robin	Thursday	volunteer	134.78	15
9	Joust	Carter	Thursday	volunteer	222.45	18
10	White	Jeff	Friday	student	347.98	25
11	Williams	Larry	Friday	student	444.67	25

Subtotal ? X

At each change in:
Day

Use function:
Sum

Add subtotal to:

- Last
- First
- Day
- Worker
- Amount
- Hours

Replace current subtotals
 Page break between groups
 Summary below data

Remove All OK Cancel

- From the *At each change in* pull-down list, select the column containing data groups for which you want subtotals

NOTE: It is important to have this column sorted into data groups, because the *Subtotal* command subtotals numerical data at every change in the column.

EXAMPLE: Select *Day*

- From the *Use function* pull-down list, select the function that will be used to create subtotals

EXAMPLE: Select *Sum*

Sum

adds the values for each data group

Count

determines the number of records in each data group

Average

finds the average value in each data group

Max

finds the highest value in each data group

Min

finds the lowest value in each data group

Product

multiplies compounding values in each data group

6. From the *Add subtotal to* scroll box, select the column with the numerical data you want subtotaled
7. OPTIONAL: At the bottom of the dialog box, select the appropriate options
8. Click **OK**
Subtotal lines are added according to the column you specified, *at each change in* pull-down list and the data groups you sorted in that column.

Adjusting Views with Subtotals

When you have applied subtotals to your data range, an outline bar appears to the left of the row numbers.

The 1 | 2 | 3 represents levels of detail in the view

Level 1: grand total

Level 2: subtotals and grand total

Level 3: all data in range

To expand the view one level:

1. Click the plus sign +

To collapse the view one level:

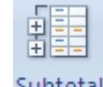
1. Click the minus sign -

1	2	3	A	B	C	D	E	F
	1		Last	First	Day	Worker	Amount	Hours
	2		Field	Celia	Monday	student	334.56	22
	3		Smith	Seth	Monday	staff	356.78	25
	4		Monday Total					47
	5		Amos	Ali	Tuesday	student	432.12	25
	6		South	Emma	Tuesday	staff	455.89	30
	7		Tuesday Total					55
	10		Wednesday Total					82
	13		Thursday Total					33
	16		Friday Total					50
	17		Grand Total					267

Removing Subtotals

If you no longer need subtotals, you can easily remove them without deleting rows.

1. Select a cell within the data range



2. From the *Data* command tab, in the *Outline* group, click **SUBTOTAL** the *Subtotal* dialog box appears.
3. Click **REMOVE ALL**
The subtotals are removed.

Re-sorting the Data

If you re-sort data range-containing subtotals, Excel will warn you that it will remove the subtotals before re-sorting. After the data range has been re-sorted, you can add subtotals again.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.