

# Microsoft Excel - Group-and-Outline



## Group and Outline

Document outlines are a graphical method of hiding and showing the columns and rows in a worksheet, with a mouse click you can collapse or expand the view of sections of the worksheet to show either summary or detail data.

You can outline columns or rows or both, parts of the worksheet or the entire worksheet.

The outline symbols appear around the edge of the worksheet, you can show or hide the outline symbols.

An outlined worksheet only prints the visible cells, thus document summaries are easily achieved.

An outline is applied automatically to a list when you choose, Subtotals.

Any worksheet can be outlined either automatically or manually.

**Automatic Outlining:** the automatic outline will follow the structure and hierarchy of the formulas that have been entered into the worksheet cells.

**Manual outlines:** by selecting Manual Outlining you are able to select the rows or columns that are required to be grouped (hidden).

# Microsoft Excel - Group-and-Outline



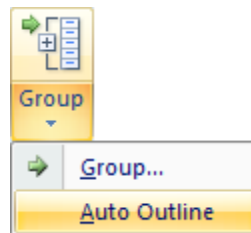
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### Creating an Automatic Outline.

1. **Highlight** the data that you wish to group.

	A	B	C	D	E	F
1		Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Annual Sales
2	Sales					
3	Apples	£400.00	£575.00	£675.00	£825.00	£2,475.00
4	Peaches	£600.00	£625.00	£800.00	£700.00	£2,725.00
5	Pears	£475.00	£575.00	£625.00	£750.00	£2,425.00
6	<b>Total Fruit</b>	£1,475.00	£1,775.00	£2,100.00	£2,275.00	£7,625.00
7						
8	Beans	£925.00	£925.00	£775.00	£750.00	£3,375.00
9	Corn	£900.00	£700.00	£825.00	£925.00	£3,350.00
10	Lettuce	£825.00	£675.00	£900.00	£825.00	£3,225.00
11	<b>Total Vegetables</b>	£2,650.00	£2,300.00	£2,500.00	£2,500.00	£9,950.00
12						
13	<b>Total Sales</b>	£4,125.00	£4,075.00	£4,600.00	£4,775.00	£17,575.00

2. From the **Ribbon** select the **Data** tab → **Group** → **Auto Outline**.



	A	B	C	D	E	F
1		Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Annual Sales
2	Sales					
		00	£675.00	£825.00	£2,475.00	
		00	£800.00	£700.00	£2,725.00	
		00	£625.00	£750.00	£2,425.00	
		00	£2,100.00	£2,275.00	£7,625.00	
		00	£775.00	£750.00	£3,375.00	
		00	£825.00	£925.00	£3,350.00	
10	Lettuce	£825.00	£675.00	£900.00	£825.00	£3,225.00
11	<b>Total Vegetables</b>	£2,650.00	£2,300.00	£2,500.00	£2,500.00	£9,950.00
12						
13	<b>Total Sales</b>	£4,125.00	£4,075.00	£4,600.00	£4,775.00	£17,575.00

### Creating an Manual Outline.

# Microsoft Excel - Group-and-Outline

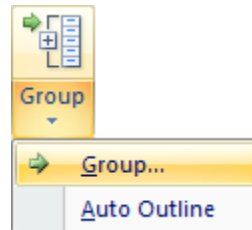


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1. Highlight the columns that you require to group.

	A	B	C	D	E	F
1		Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Annual Sales
2	Sales					
3	Apples	£400.00	£575.00	£675.00	£825.00	£2,475.00
4	Peaches	£600.00	£625.00	£800.00	£700.00	£2,725.00
5	Pears	£475.00	£575.00	£625.00	£750.00	£2,425.00
6	<b>Total Fruit</b>	£1,475.00	£1,775.00	£2,100.00	£2,275.00	£7,625.00
7						
8	Beans	£925.00	£925.00	£775.00	£750.00	£3,375.00
9	Corn	£900.00	£700.00	£825.00	£925.00	£3,350.00
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11	<b>Total Vegetables</b>	£2,650.00	£2,300.00	£2,500.00	£2,500.00	£9,950.00
12						
13	<b>Total Sales</b>	£4,125.00	£4,075.00	£4,600.00	£4,775.00	£17,575.00

2. From the **Ribbon** select the **Data** tab → **Group** → **Group** option.



	A	B	C	D	E	F
1		Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Annual Sales
2	<b>Sales</b>					
3	Apples	£400.00	£575.00	£675.00	£825.00	£2,475.00
4	Peaches	£600.00	£625.00	£800.00	£700.00	£2,725.00
5	Pears	£475.00	£575.00	£625.00	£750.00	£2,425.00
6	<b>Total Fruit</b>	£1,475.00	£1,775.00	£2,100.00	£2,275.00	£7,625.00
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8	Beans	£925.00	£925.00	£775.00	£750.00	£3,375.00
9	Corn	£900.00	£700.00	£825.00	£925.00	£3,350.00
10	Lettuce	£825.00	£675.00	£900.00	£825.00	£3,225.00
11	<b>Total Vegetables</b>	£2,650.00	£2,300.00	£2,500.00	£2,500.00	£9,950.00
12						
13	<b>Total Sales</b>	£4,125.00	£4,075.00	£4,600.00	£4,775.00	£17,575.00

*Worksheet display once the Outline has been applied.*

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The display of the worksheet data (columns B – E) have been hidden.

Select the Outline controls to re-display hidden columns.

**Note:** It is possible to manually group on both Rows & Columns.

1	+	
2		
	A	F
1		<b>Annual Sales</b>
2	<b>Sales</b>	
3	Apples	£2,475.00
4	Peaches	£2,725.00
5	Pears	£2,425.00
6	<b>Total Fruit</b>	£7,625.00
7		
8	Beans	£3,375.00
9	Corn	£3,350.00
10	Lettuce	£3,225.00
11	<b>Total Vegetables</b>	£9,950.00
12		
13	<b>Total Sales</b>	£17,575.00

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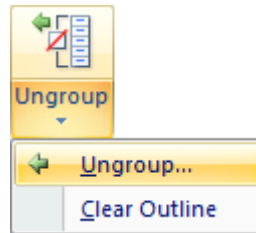
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### Removing an Outline.

1. **Highlight** the column (s) that you require to Ungroup.

	A	B	C	D	E	F
1		Qtr 1 Total	Qtr 2 Total	Qtr 3 Total	Qtr 4 Total	Annual Sales
2	Sales					
3	Apples	£400.00	£575.00	£675.00	£825.00	£2,475.00
4	Peaches	£600.00	£625.00	£800.00	£700.00	£2,725.00
5	Pears	£475.00	£575.00	£625.00	£750.00	£2,425.00
6	<b>Total Fruit</b>	£1,475.00	£1,775.00	£2,100.00	£2,275.00	£7,625.00
7						
8	Beans	£925.00	£925.00	£775.00	£750.00	£3,375.00
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12						
13	<b>Total Sales</b>	£4,125.00	£4,075.00	£4,600.00	£4,775.00	£17,575.00

2. From the **Ribbon** select the **Data** tab → **Ungroup** → **Ungroup** option.



**Note:** When removing multiple Outlines (example from Auto Outline), highlight the data and select from the **Ribbon** → **Data** tab **Ungroup** → **Clear Outline**.