

Microsoft Excel - Subtotals

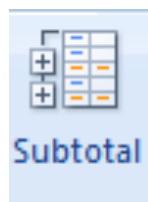


Subtotals

Excel will automatically calculate subtotal and grand total values in a sorted list by finding the separations of data in a nominated column. An outline is also applied to the list so that you can display and hide the detail rows for each subtotal.

Sort the data by the column that you wish to subtotal.

Select from the **Data** tab → **Subtotal**.



Nominate the column in the **At each change in box**, choose the function from the **Use function** box and then check the checkboxes in the **Add subtotal to box**.

You can use the same function on as many columns as you like but to display subtotals in a list with more than one type of calculation you have to complete the first set of subtotals and then choose Data, Subtotals again. Specify the second formula and turn-off Replace current subtotals. Each different function will appear on a separate row.

The screenshot shows the "Subtotal" dialog box in Microsoft Excel. It has a title bar with a question mark and a close button. The dialog is divided into three main sections: "At each change in:", "Use function:", and "Add subtotal to:".
- "At each change in:": A dropdown menu showing "Department".
- "Use function:": A dropdown menu showing "Sum".
- "Add subtotal to:": A list box containing "Initials", "Department", "Extn", "Position Held", "Salary", and "Bonus". The "Salary" and "Bonus" items are checked with checkboxes.
Below the list box, there are three checkboxes: "Replace current subtotals" (checked), "Page break between groups" (unchecked), and "Summary below data" (checked).
At the bottom, there are three buttons: "Remove All", "OK", and "Cancel".

If you have to have different functions, for example a SUM for one column but an AVERAGE for another and you want to have all the subtotals in the same row then you have to complete the subtotals for each column using the same function and then change the formulas in the cells.

The value of the first argument of the SUBTOTAL function (see below) determines the summary function used; SUM is 9 and AVERAGE is 1 etc.

Select the column where you have the formulas to edit and choose Edit, Replace, complete the Find what and Replace with boxes and then click the Find Next button, click Replace as you get to each formula in the cell.

Do not click Replace All as you could damage the data.

You can nest subtotals for sub-groups within existing groups. In the example, Country subtotals are produced and then the data is subtotalled by Product within each country. The outer subtotals, the Country subtotals are produced first and then Data, Subtotals is chosen again. This time the At each change in column is specified as Product, the function and columns are the same but the Replace current subtotals checkbox is cleared so that the existing Country subtotals are retained.