






## Organizing Data into Levels

After subtotals have been added to the data, groups are defined based on the rows used to calculate a subtotal. The groupings form an outline of the worksheet based on the criteria used to create the subtotals. The outline section, which appears at the left of the worksheet, holds controls that are used to hide or display groups of rows in the worksheet. There are three types of controls in the outline section: **Hide Detail Buttons**, **Show Detail Buttons**, and **Level Buttons**. These buttons are described in the table below.

Button		Description
Hide Detail		This button is used to hide the rows in a group, such as hiding the detail information for each department.
Show Detail		After a group of data has been hidden, this button will be displayed. When this button is clicked, the detailed information about the groups that were subtotaled will be displayed.
Level		Each level button represents a level of organization in an Excel database. When a level button is clicked, all levels of detail below that button will be hidden. These levels are:
1		This button shows the grand total of the items in the worksheet.
2		This button shows the subtotals that were inserted into the worksheet.
3		This button shows the individual rows in the worksheet.

## Inserting Page Breaks From the Menu Bar

- ❖ Scroll down to the row below the first subtotal.
- ❖ With the insertion point in that row, click **Insert** on the **Menu Bar**.
- ❖ From the list of options, click **Page Break**.
- ❖ A dotted line will appear before the selected row indicating that a Page Break has been inserted.
- ❖ With the insertion point in the same row, click **Insert** on the **Menu Bar**.
- ❖ Choose **Remove Page Break**.

## Inserting Page Breaks for Subtotals

Page Breaks allow you to print sections of a worksheet on separate pages.

- ❖ While still in the database, click **Data** on the **Menu Bar**.
- ❖ Choose **Subtotals** from the list of options.
- ❖ In the **Subtotals** dialog box, click the **Page Break between groups** check box.
- ❖ Click the **OK** button.
- ❖ A dotted line will appear between each group indicating where the Page Breaks are located.
- ❖ Click **View** on the **Menu Bar**.
- ❖ Click the **Next** and **Previous** buttons to move from one sheet to another.