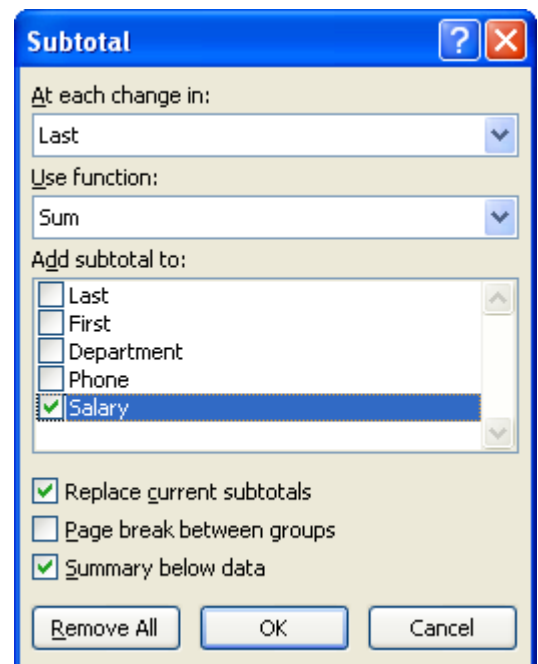


INSERTING SUBTOTALS




Subtotals are used to summarize data in a list. The Subtotals command offers many kinds of summary information, including counts, sums, averages, minimums, and maximums. This command automatically inserts a subtotal line into the list for each group of data. Because subtotals are inserted whenever the value in a specified field changes, the list needs to be sorted before the subtotals command is used. Before you do this lesson, you need to complete the lesson on **Entering Field Names**.

- ❖ Open the **Data Base Exercise** workbook from the folder where the documents were stored when they were downloaded from the Training Web Site.
- ❖ Sort the list by **Department**, if necessary. To do this:
 - Place the insertion point into the **Department** column.
 - Click the **Data Tab**.
 - In the **Sort and Filter Group**, click the **Sort A to Z** button.
- ❖ The list must be sorted by the field that is being subtotaled in order for the subtotals to be correct.
- ❖ With the insertion point somewhere in the **Data Table**, click the **Data Tab**.
- ❖ In the **Outline Group**, click the **Subtotal** tab.
- ❖ The **Subtotals** dialog box will appear (see illustration at right).
- ❖ Click the **At each change in** list arrow, and then click the **Department** field.
- ❖ Click the **Use function** list arrow, and then click the **Count** button
- ❖ Since the Department field contains labels, this is the only Function that can be used.
- ❖ In the **Add subtotal to** list box, select the **Salary** field.
 - It is recommended that the last column be used for placing the subtotal.
 - However, the subtotal can appear in any of the columns.
- ❖ Make sure the **Replace current subtotals** and the **Summary below data** check boxes are checked so the subtotals will appear below the related data.
- ❖ Click the **OK** button to create the subtotals in the Data Table.
- ❖ To quickly view how many personnel are in each Department, click the **Level** buttons that appear in the gray area on the left side of the worksheet.
 - **Level 1** shows the Grand Total.
 - **Level 2** shows the Subtotals and the Grand Totals.
 - **Level 3** shows all the data.
- ❖ To collapse or expand individual subtotal areas, click the plus or minus sign beside each level (see illustration at right).



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: <ul style="list-style-type: none">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 Page Layout Ribbon

- ❖ Scroll down to the row below the first subtotal.
- ❖ With the insertion point in that row, click the **Page Layout Tab**.
- ❖ In the **Page Setup Group**, click the **Breaks** button.
- ❖ Click **Insert Page Break** from the list that appears.
- ❖ 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 the **Page Layout Tab**, if necessary.
- ❖ In the **Page Setup Group**, click the **Breaks** button.
- ❖ Choose **Remove Page Break** from the list.

Inserting Page Breaks for Subtotals

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

- ❖ While still in the database, click the **Data Tab**.
- ❖ In the **Outline Group**, click **Subtotals**.
- ❖ 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 the **Office Button**.
- ❖ Move the mouse pointer over the **Print** option.
- ❖ Click **Print Preview**.
- ❖ Click the **Next** and **Previous** buttons to move from one sheet to another.
- ❖ Click **Close Print Preview** to return to the Data Table.