

EXCEL SCREENCAST SCRIPT - SUBTOTAL

This video will explain and show you how to use "Subtotal" in Microsoft Excel. Subtotal will allow you to count, sum, etc by a change in a particular field.

STEPS

- Start by making sure your data is sorted by whatever field you are going to be subtotaling by. In the example below I will be subtotaling by Resource, so I will need to sort my document by Resource.
- Once the document is sorted correctly, click on the Data tab and click "Subtotal".
- Enter your parameters.
 - At each change from the drop down, select which field you want subtotaled. In this case "Resource".
 - Next use the function. Select what function you want performed, sum, count, etc. In this case "Sum".
 - Next is to add the subtotal to the field. Select which field you want the function to be applied to. In this case "Amount".
 - Click "OK".
- You will now notice that there is a row of data after each different resource code with a total amount of transactions for that resource.
- You will also notice that over to the left in the margins there is now a 1, 2 and 3. In boxes.

If you click on these it will collapse or expand your subtotal results.

- If you would like to remove the subtotal. Simply highlight the spreadsheet.
- Click on the data tab and click "Subtotal"
- Click "Remove All".