



Excel 2016: Subtotal

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Subtotal

Excel 2016 allows you to subtotal data in your worksheet. There is a sample file called **Excel Advanced Sample** in the **Training Samples** folder on the public (G:) drive that can be used for this tutorial.

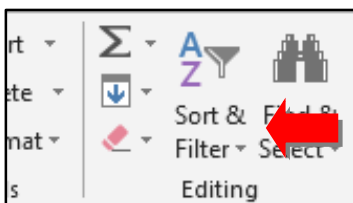
Note: This tutorial uses the **Excel Advanced Sample** file to show the steps.

Custom Sort Data

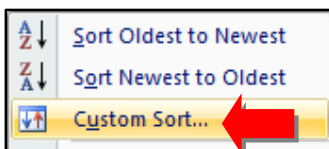
1. Select the **Home** tab.



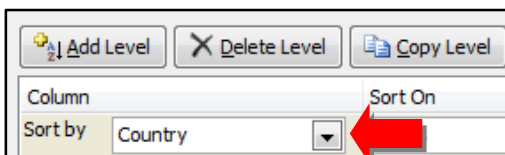
2. Select **Sort & Filter**.



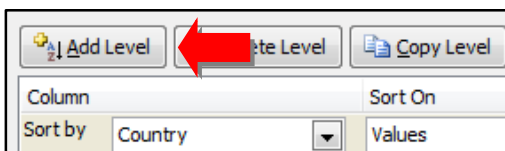
3. Select **Custom Sort**.



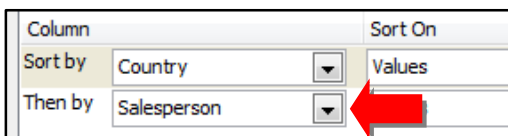
4. In **Sort by**, select Country.



5. Select **Add Level**.



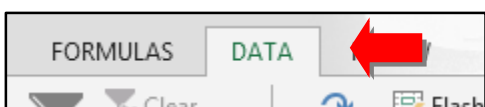
6. In **Then by**, select Salesperson.



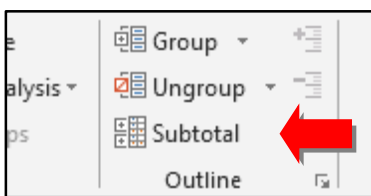
7. Select **OK**.

Subtotaling Data

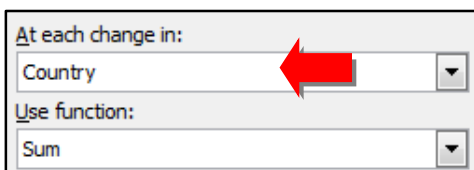
1. Select the **Data** tab.



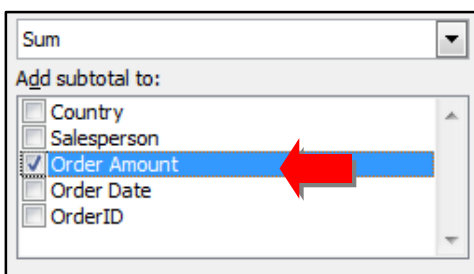
2. Select **Subtotal**.



3. In **At each change in**, select Country.



4. In **Add subtotal to**, check Order Amount and uncheck Order ID.



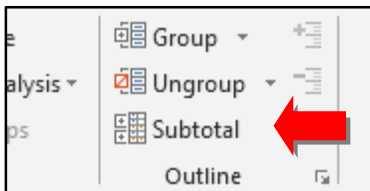
5. Select **OK**.

Adding Layers to Subtotaled Data

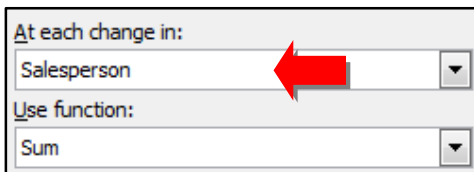
1. Select the **Data** tab.



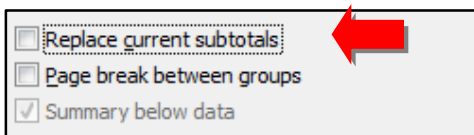
2. Select **Subtotal**.



3. In **At each change in**, select Salesperson.



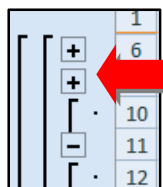
4. Uncheck **Replace current subtotals**.



5. Select **OK**.

Hiding Layer Details

1. Select the minus sign to collapse, or the plus sign to expand, the details of the subtotal.



2. Use the numbers across the top to collapse/expand the entire subtotal category.

