

## Excel #10: Creating Subtotals

Instead of using this approach, you should use a database with queries to answer the questions.

Lacking a database, you should create a PivotTable.

Only as a last resort should you create subtotals in Excel.

Open the spreadsheet for this example, or copy the data from Excel #9, or create your own. The example contains data on sales of bicycles. You need to compute the total SalePrice for each type of bicycle model.

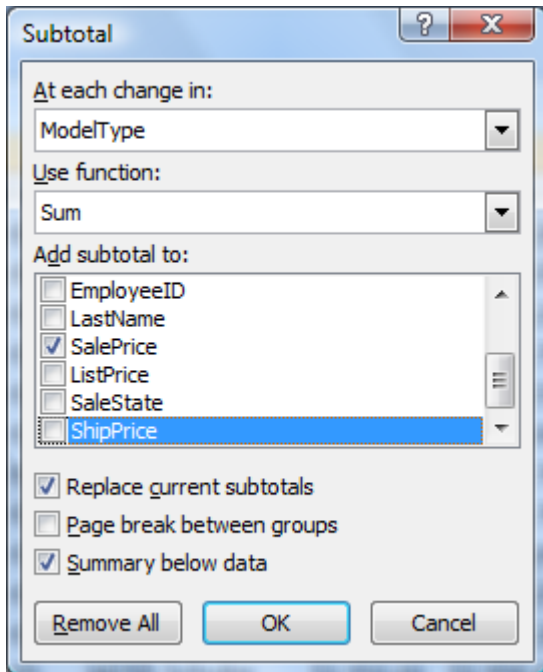
Sort the data by the ModelType, by selecting the ModelType column and clicking the Sort button. Select the first row cell.

Choose Data/Outline/Subtotal from the main menu. Click OK to use the first row as labels. Select ModelType as the grouping column (“At each change in”).

Be sure the Sum function is selected.

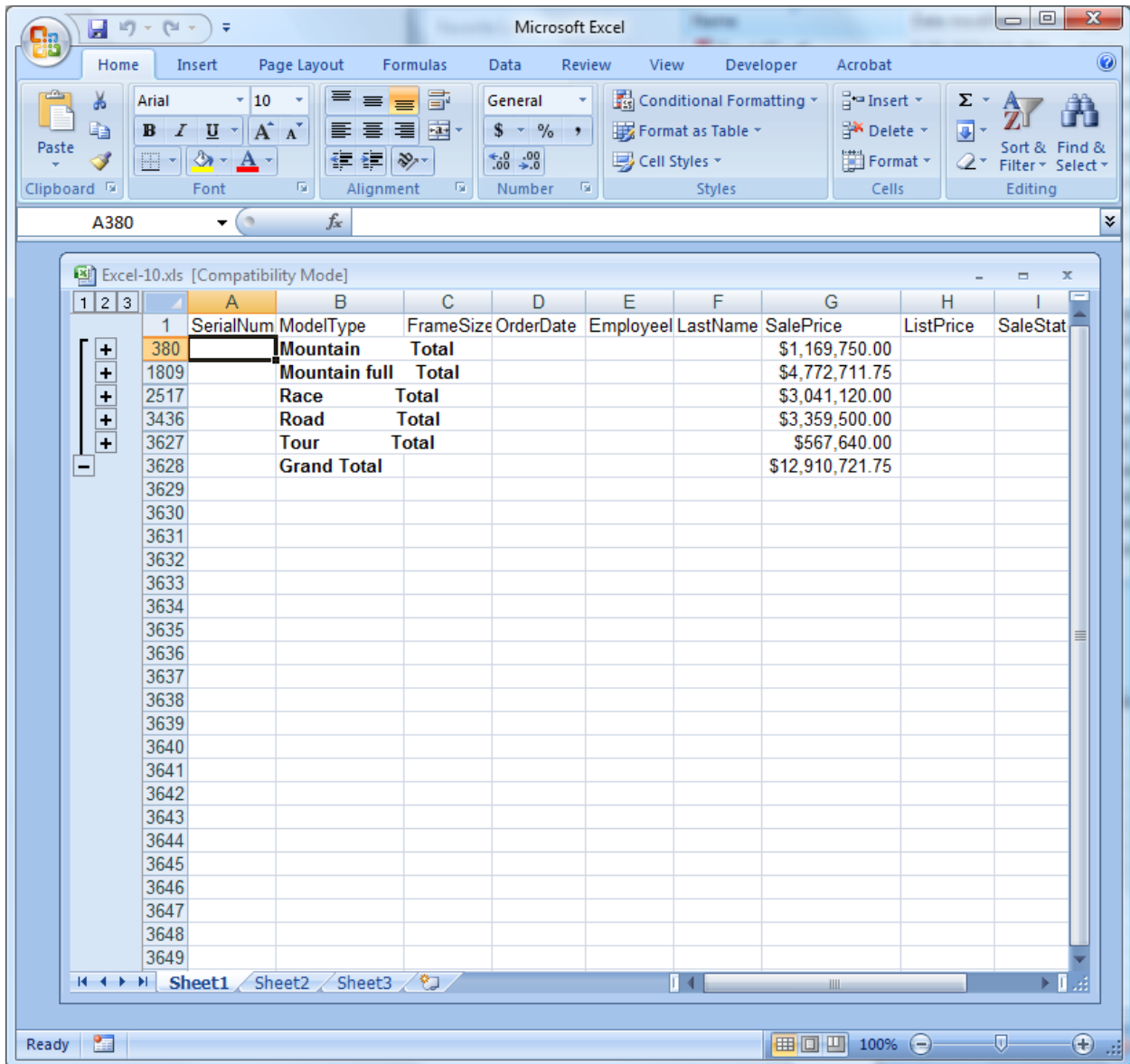
Set the check box for SalePrice and remove it for the others if necessary.

Click the OK button.



Scroll through the list to see the subtotals and the grand total at the end.

Click the small #2 tab at the top of the structure chart on the left side to collapse the detail sections and see only the subtotals.



This method is convenient but lacks the flexibility and power of a PivotTable; which is not much harder to create.