SUBTOTAL

This Excel function 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”.

![Excel Subtotal Function](image)
o Enter your parameters.
   ▪ From the drop down, select which field you want subtotaled. In this case "Resource".

   ![Subtotal dialog box](image)

   ▪ Select what function you want performed, sum, count, etc. In this case "Sum".

   ![Subtotal dialog box](image)
- 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”.

![Spreadsheet Image]

![Subtotal Dialog Box Image]

![Spreadsheet Image]