

Lesson 7

Lesson 7

Sorting and Subtotaling to Organize Your Data

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Learn how to:

- ◆ Sort a list by several categories
- ◆ Subtotal an entire list of data at one time
- ◆ Use a subtotal outline to show only the level of detail you want

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Sorting a List of Information

- ◆ So often we need to see data in a sorted manner
 - ✓ Eg. Sorted by price, sorted by date, sorted by product etc. or any column (field)
 - ✓ Click on any cell in the worksheet data
 - ✓ Click Sort in the Data menu option
 - ✓ Click the Sort by down arrow
 - ◆ notice all the column headings listed
 - ◆ Choose column which should be the basis for sorting
 - ◆ Decide if sorting should be in ascending or descending order
 - ◆ Click OK
 - ◆ You can choose multiple columns for sorting by selecting additional columns in the Then by box

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Summarizing Data with Subtotals

- ◆ We have previously discussed summarizing using the “Consolidate” command
- ◆ Another option is to use the Subtotal command

Consolidate

- ◆ Summarizes from multiple lists
- ◆ works with single column of numbers
- ◆ Doesn't show details

Subtotal

- ◆ Summarizes from single list
- ◆ works with multiple columns of numbers
- ◆ Can show or hide details

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Calculate Subtotals

- ◆ Click on any cell in the worksheet data (assuming working with Lesson 7 Inventory file)
- ◆ Click on subtotals under the Data menu
- ◆ In “At each change in” box select column, to define when subtotal is to be computed
- ◆ In “Use function” box define the type of function: sum, average etc.
- ◆ In “Add subtotal to” box define the columns which need to be sub-totalled
- ◆ Click OK (you can also create multiple levels of subtotals. Refer page 113 of textbook)

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Calculate Subtotals

- ◆ Notice that in addition to creating subtotals, Excel also has created outlines, to manipulate the amount of details to be shown
 - ✓ Very similar to outlines concept in MS Word
 - ✓ Outline buttons appear to the left of the first column

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