Lesson 7

Sorting and Subtotaling to Organize Your Data

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
Lesson 7

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

Summarizing Data with Subtotals

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

<table>
<thead>
<tr>
<th>Consolidate</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>✦ Summarizes from multiple lists</td>
<td>✦ Summarizes from single list</td>
</tr>
<tr>
<td>✦ works with single column of numbers</td>
<td>✦ works with multiple columns of numbers</td>
</tr>
<tr>
<td>✦ Doesn’t show details</td>
<td>✦ Can show or hide details</td>
</tr>
</tbody>
</table>
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)

Notice that in additional 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