Quick Start: MS Excel Worksheet
Subtotal Function
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Insert subtotals in a list of data in a worksheet

Applies To: Excel 2010

You can automatically calculate subtotals and grand totals in a list for a column by using the **Subtotal** command.

Important: The **Subtotal** command will appear grayed out if you are working with a Microsoft Excel table. To add subtotals in a table, you must first convert the table to a normal range of data, and then add the subtotal. Note that this will remove all table functionality from the data except table formatting.

When you insert subtotals:

- **Subtotals** are calculated with a summary function, such as **Sum** or **Average**, by using the SUBTOTAL function. You can display more than one type of summary function for each column.
- **Grand totals** are derived from detail data, not from the values in the subtotals. For example, if you use the **Average** summary function, the grand total row displays an average of all of the detail rows in the list, not an average of the values in the subtotal rows.

	Sport	Sales
1	**Sport**	**Sales**
2	Golf	$5,000
3	Golf	$2,000
4	Golf	$1,500
5	**Golf Total**	**$8,500**
6	Safari	$9,000
7	Safari	$4,000
8	**Safari Total**	**$13,000**
11	**Tennis Total**	**$2,000**
12	**Grand Total**	**$23,500**

If the workbook is set to automatically calculate formulas, the **Subtotal** command recalculates subtotal and grand total values automatically as you edit the detail data. The **Subtotal** command also outlines the list so that you can display and hide the detail rows for each subtotal.

Insert subtotals

Note: If you filter data that contains subtotals, your subtotals may appear hidden. To display them again, clear all filters. For more information on applying filters, see Quick start: Filter data by using an AutoFilter.

1. Make sure that each column in a range of data for which you want to calculate subtotals has a label in the first row, contains similar facts in each column, and that the range does not include any blank rows or columns.
2. Select a cell in the range.
3. Do one of the following:

Insert one level of subtotals

You can insert one level of subtotals for a group of data as shown in the following example.

		A	B	C
	1	**Region**	**Sport**	**Sales**
	2	East	Golf	$5,000
	3	East	Golf	$2,000
	4	East	Golf	$1,500
	5		**Golf Total**	**$8,500**
	6	East	Safari	$9,000
	7	East	Safari	$4,000
	8		**Safari Total**	**$13,000**
	9			

1. At each change in the Sport column…

2. …subtotal the Sales column.

a. To sort the column that contains the data you want to group by, select that column, and then on the **Data** tab, in the **Sort & Filter** group, click **Sort A to Z** or **Sort Z to A**.

b. On the **Data** tab, in the **Outline** group, click **Subtotal**.

The **Subtotal** dialog box is displayed.

c. In the **At each change in** box, click the column to subtotal. For example, using the example above, you would select **Sport**.
d. In the **Use function** box, click the summary function that you want to use to calculate the subtotals. For example, using the example above, you would select **Sum**.
e. In the **Add subtotal to** box, select the check box for each column that contains values that you want to subtotal. For example, using the example above, you would select **Sales**.
f. If you want an automatic page break following each subtotal, select the **Page break between groups** check box.
g. To specify a summary row above the details row, clear the **Summary below data** check box. To specify a summary row below the details row, select the **Summary below data** check box. For example, using the example above, you would clear the check box.
h. Optionally, you can use the **Subtotals** command again by repeating steps one through seven to add more subtotals with different summary functions. To avoid overwriting the existing subtotals, clear the **Replace current subtotals** check box.

Insert nested levels of subtotals

You can insert subtotals for inner, nested groups within their corresponding outer groups as shown in the following example.
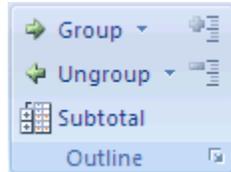

1. At each change in the outer, Region column…

2. …subtotal the Sales for that region and at each change for the inner, Sport column.

i. To sort the column that contains the data you want to group by, select that column, and then on the **Data** tab, in the **Sort & Filter** group, click **Sort A to Z** or **Sort Z to A**.
j. Insert the outer subtotals.

How to insert the outer subtotals

i. On the **Data** tab, in the **Outline** group, click **Subtotal**.

The **Subtotal** dialog box is displayed.

ii. In the **At each change in** box, click the column for the outer subtotals. For example, using the example above, you would click **Region**.
iii. In the **Use function** box, click the summary function that you want to use to calculate the subtotals. For example, using the example above, you would select **Sum**.
iv. In the **Add subtotal to** box, select the check box for each column that contains values that you want to subtotal. In the example above, you would select **Sales**.
v. If you want an automatic page break following each subtotal, select the **Page break between groups** check box.
vi. To specify a summary row above the details row, clear the **Summary below data** check box. To specify a summary row below the details row, select the **Summary below data** check box. For example, using the example above, you would clear the check box.
vii. Optionally, you can use the **Subtotals** command again by repeating steps one through six to add more subtotals with different summary functions. To avoid overwriting the existing subtotals, clear the **Replace current subtotals** check box.
k. Insert the nested subtotals.

How to insert the nested subtotals

i. On the **Data** tab, in the **Outline** group, click **Subtotal**.

The **Subtotal** dialog box is displayed.

    ii.   In the **At each change in** box, click the nested subtotal column. For example, using the example above, you would select **Sport**.

   iii.   In the **Use function** box, click the summary function that you want to use to calculate the subtotals. For example, using the example above, you would select **Sum**.

          Select any other options that you want.

   iv.   Clear the **Replace current subtotals** check box.

l. Repeat the previous step for more nested subtotals, working from the outermost subtotals in.

Tip: To display a summary of just the subtotals and grand totals, click the outline symbols ▬ to display or hide the detail rows for individual subtotals.

Remove subtotals

1. Select a cell in the range that contains subtotals.
2. On the **Data** tab, in the **Outline** group, click **Subtotal**.

3. In the **Subtotal** dialog box, click **Remove All**.

Click the Link for More Help

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- Video (7:14) - Calculate Subtotals in Excel