

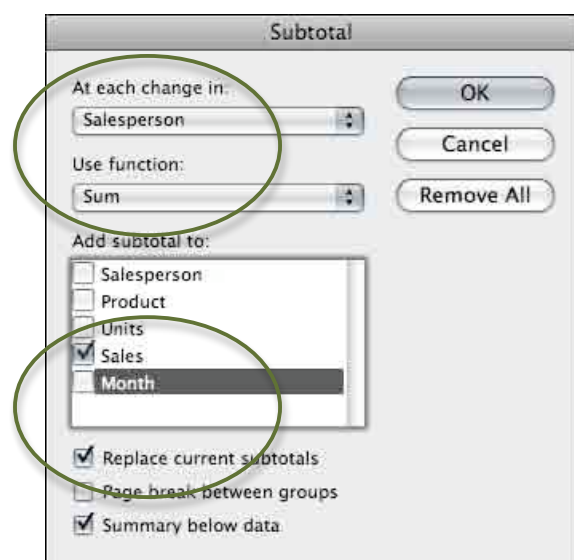
Working with Lists – Using the Subtotal Function

The Subtotal feature can be used on a list to calculate subtotals of values for particular categories, for example, for each salesperson, or each product, or each month.

- 1 Open the **TELEPHONE SALES** file from your **STORAGE** folder.
- 2 Click anywhere within the **SALESPERSON** column and click on the **SORT A TO Z** button to sort the list into Sales person order.

	A	B	C	D	E	F	G	H	I	J
1	Salesperson	Product	Units	Sales	Month					
2	Owen	T25 Mobile	260	24650	May					
3	Owen	T13 Mobile	530	105655	May					
4	Owen	Car Kit	236	10580	May					
5	Owen	T25 Mobile	443	46520	June					
6	Owen	T13 Mobile	358	73900	June					
7	Phillips	T25 Mobile	280	28500	May					
8	Phillips	Car Kit	241	11950	May					
9	Phillips	T25 Mobile	535	54200	June					
10	Phillips	T13 Mobile	501	109650	June					
11	Phillips	Car Kit	461	22510	June					
12	Richards	T25 Mobile	350	34900	May					
13	Richards	T13 Mobile	330	66255	May					
14	Richards	Car Kit	220	8950	May					
15	Richards	T25 Mobile	448	41680	June					
16	Richards	T13 Mobile	469	91500	June					
17	Richards	Car Kit	420	15890	June					
18										

- 3 Click on **DATA** > **SUBTOTALS** in the Menu bar.
- 4 For the option **AT EACH CHANGE IN** choose **SALESPERSON**.
- 5 For the **USE FUNCTION** option choose **SUM**.
- 6 For the **ADD SUBTOTAL TO** choose **SALES** and clear the tick from **MONTH**.
- 7 Check that **SUMMARY BELOW DATA** is selected.
- 8 Click on **OK**.



The Outline Feature

When the **SUBTOTAL** feature is used the **OUTLINE** feature is also invoked.

- 1 Click on the **2** button at the top of the Outline area and just the sales totals for each Sales Person are displayed.

	A	B	C	D	E	F	G	H
1	Salesperson	Product	Units	Sales	Month			
7	Owen Total			261305				
13	Phillips Total			226810				
20	Richards Total			259175				
21	Grand Total			747290				
22								

- 2 Click on the PLUS button next to OWEN to display the details just for that salesperson.

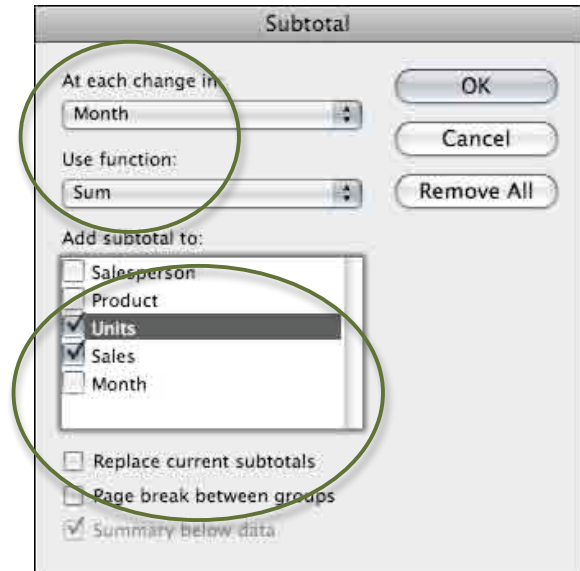
	A	B	C	D	E	F	G	H
1	Salesperson	Product	Units	Sales	Month			
2	Owen	T25 Mobile	260	24650	May			
3	Owen	T13 Mobile	530	105655	May			
4	Owen	Car Kit	236	10580	May			
5	Owen	T25 Mobile	443	46520	June			
6	Owen	T13 Mobile	358	73900	June			
7	Owen Total			261305				
13	Phillips Total			226810				
20	Richards Total			259175				
21	Grand Total			747290				
22								

- 3 Click on MINUS button next to OWEN to collapse it again.
- 4 Repeat to open and collapse each of the other salespeople.
- 5 Click on the 3 button to display all the details.

	A	B	C	D	E	F	G	H
1	Salesperson	Product	Units	Sales	Month			
2	Owen	T25 Mobile	260	24650	May			
3	Owen	T13 Mobile	530	105655	May			
4	Owen	Car Kit	236	10580	May			
5	Owen	T25 Mobile	443	46520	June			
6	Owen	T13 Mobile	358	73900	June			
7	Owen Total			261305				
8	Phillips	T25 Mobile	280	28500	May			
9	Phillips	Car Kit	241	11950	May			
10	Phillips	T25 Mobile	535	54200	June			
11	Phillips	T13 Mobile	501	109650	June			
12	Phillips	Car Kit	461	22510	June			
13	Phillips Total			226810				
14	Richards	T25 Mobile	350	34900	May			
15	Richards	T13 Mobile	330	66255	May			
16	Richards	Car Kit	220	8950	May			
17	Richards	T25 Mobile	448	41680	June			
18	Richards	T13 Mobile	469	91500	June			
19	Richards	Car Kit	420	15890	June			
20	Richards Total			259175				
21	Grand Total			747290				
22								

Apply Further Subtotals

- 1 Click anywhere within the list.
- 2 Click on **DATA > SUBTOTALS** in the menu bar.
- 3 Choose **MONTH** for the **AT EACH CHANGE IN** option.
- 4 Click on **SUM** for the **USE FUNCTION** option.
- 5 Turn on both **UNITS** and **SALES** for **ADD SUBTOTAL TO**.
- 6 Clear the tick in the **REPLACE CURRENT SUBTOTALS** box so that the **SALES TOTAL** for each salesperson will remain.
- 7 Click **OK**.



- 8 Now extra totals are included for Units sold and Sales for each salesperson each month. Click on the 3 button at the top of the **OUTLINE** pane to display just the totals.

	A	B	C	D	E	F	G	H
1	Salesperson	Product	Units	Sales	Month			
5			1026	140885	May Total			
8			801	120420	June Total			
9	Owen Total			261305				
12			521	40450	May Total			
16			1497	186360	June Total			
17	Phillips Total			226810				
21			900	110105	May Total			
25			1337	149070	June Total			
26	Richards Total			259175				
27			6082		Grand Total			
28	Grand Total			747290				
29								

- 9 Save the file in your STORAGE folder as:

Sub Totals