



EXCEL (INTERMEDIATE): Some nifty SUBTOTAL feature tricks.

This is a play-along tip – if you want to try out the tips below...open the FREEZING.XLSX file located at www.ctccomputertraining.com/students - and click the EXCEL button – then click the FREEZING.XLSX link under the EXCEL – LEVEL 2 heading.

Tip #1: Hide the subtotal level buttons

While the Subtotal feature is active, Excel displays a pane to the left that shows three viewing levels:

- 1 displays grand totals
- 2 displays subtotal rows
- 3 displays everything

To temporarily hide (and unhide) this pane, press [Ctrl]+8. This hides the pane without removing the subtotalling rows.

TRY IT. In the Freezing.xlsx file:

1. Select any cell in the DEPT column.
2. SORT the list by department, by clicking the SORT & FILTER button at the end of the HOME tab – then choosing SORT SMALLEST TO LARGEST.
3. Still sitting within the body of data – click the DATA tab – then click the SUBTOTAL button (end of the ribbon).
4. When the SUBTOTAL window appears:
 - a. Make sure the AT EACH CHANGE IN drop-down displays DEPT (since that's the column you sorted by).
 - b. Leave the rest of the options as is – and click OK.
5. See the Outline Pane that appears down the LHS of the spreadsheet? Click button 2 (at the top of the outline pane) to see the Dept subtotals.
6. To (temporarily) hide the Outline Pane – press [CTRL] 8 (not [F8]...just 8) on your keyboard. When you want to re-display the outline pane, just press [CTRL] 8 again.

Tip #2: Formattting SubTotal Rows

1. Create your subtotal (as a “try it” example – use the Freezing.xlsx file that you’ve already applied a subtotal to).
2. In the Outline Pane - collapse to Level 2. (You already did this, in the above try-it example).
3. Select the COLUMN containing the subtotal values that you want to format. (For freezing.xlsx – that would be column E – so click the letter E above the column...to select the entire column).
4. Press [CTRL] G – to display the GOTO window.
5. Click the SPECIAL... button
6. Choose VISIBLE CELLS ONLY – then click OK.
7. Now, any formatting you apply (ie, bold or currency style) will affect only the subtotal values cells (and maybe the heading at the top of that column).
8. Click to Level 3 (in the Outline Pane) – and scroll down to the subtotals - to prove that only the subtotal you selected have been affected.



