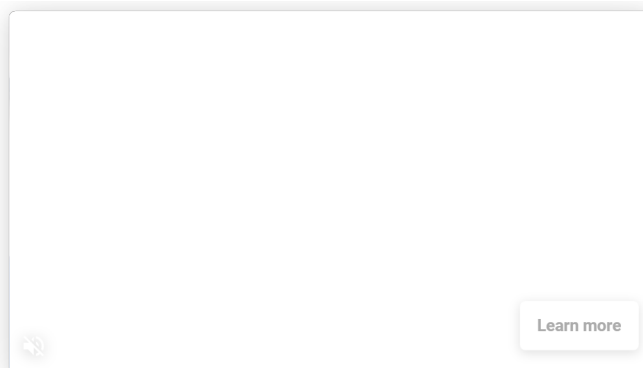


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## The Excel Subtotal Command



The Excel Subtotal command provides a quick way of producing subtotals for individual fields in a table of data.

Related Page:

[Subtotal Function](#)

Note that this command is not the same as the [Excel Subtotal Function](#), which performs mathematical operations for a range of visible cells.

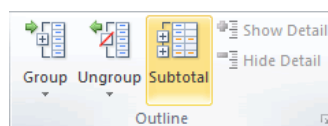
### Subtotal Example

We will illustrate the Excel Subtotal command using the spreadsheet on the right, which lists the sales figures for three teams during the first three months of the year.

	A	B	C
1	Month	Team	Sales
2	Jan	Team 1	\$45,000
3	Jan	Team 2	\$36,000
4	Jan	Team 3	\$55,000
5	Feb	Team 1	\$39,000
6	Feb	Team 2	\$47,000
7	Feb	Team 3	\$61,000
8	Mar	Team 1	\$42,000
9	Mar	Team 2	\$52,000
10	Mar	Team 3	\$38,000

The following steps can be used to display subtotals for each of the months, Jan, Feb & Mar:

1. Select any cell within your data table  
(Excel will automatically detect the entire data range for use in the subtotal command);
2. Click on the Subtotal option which is located in the 'Outline' group, within the **Data** tab of the Excel ribbon.



3. This will cause the Subtotal dialog box to open up (see right). Within this box:

- Within the **At each change in:** input field, select **Month**;
- Within the **Use function:** input field, select **Sum**;
- Within the **Add subtotal to:** field, ensure that the **Sales** option is checked;
- Click **OK**.

These options tell Excel to display a subtotal every time the value in the **Month** column changes and that this subtotal should display the **Sum** of the data in the **Sales** column.

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The resulting spreadsheet is shown below:

1	2	3		A	B	C
				<b>Month</b>	<b>Team</b>	<b>Sales</b>
				Jan	Team 1	\$45,000
				Jan	Team 2	\$36,000
				Jan	Team 3	\$55,000
				<b>Jan Total</b>		\$136,000
				Feb	Team 1	\$39,000
				Feb	Team 2	\$47,000
				Feb	Team 3	\$61,000
				<b>Feb Total</b>		\$147,000
				Mar	Team 1	\$42,000
				Mar	Team 2	\$52,000
				Mar	Team 3	\$38,000
				<b>Mar Total</b>		\$132,000
				<b>Grand Total</b>		\$415,000

Clicking on the outlines, to the left of the table allows you to hide or display the details of each section of your data table.

### Other Subtotal Options

The Subtotal dialog box offers further options, in addition to those used in the above example. The options are each described below:

#### At each change in:

The **At each change in:** field of the Subtotal dialog box allows you to select which field of your data table you want the Subtotals to apply to.

For example, in the spreadsheet above if we had selected the field **Team**, a subtotal would have appeared each time the team name changed (although in this case, it would be more useful to order the data table by team before applying the subtotals).

#### Use function:

The **Use function:** field of the Subtotal dialog box allows you to select a mathematical operation that is to be performed on the groups of data.

For example, in the spreadsheet above, instead of calculating the **Sum** of the monthly sales figures, we could have calculated the **Average** sales figure for each month.

#### Add subtotal to:

The **Add subtotal to:** field of the Subtotal dialog box allows you to select which columns of your table you want the selected mathematical operation to be applied to. You can select multiple fields to apply the subtotal operation to, although this option really only makes sense for fields containing numbers.

#### Replace current subtotals

The **Replace current subtotals** checkbox gives you the option to add more than one subtotal to a data table.

For example, if, in the above spreadsheet, we wanted to show the **Sum** and the **Average** sales figures for each month, we could first apply the **Sum** subtotal (as in the example) and then we could select the subtotal option again and request the **Average** calculation. Following this:

- If the **Replace current subtotals** box is checked, the second subtotal request (for the **Average**) will replace the **Sum** subtotals;
- If the **Replace current subtotals** box is not checked, the second subtotal request (for the **Average**) will be displayed in addition to the **Sum** subtotals.

The spreadsheet on the right shows the result after applying both the **Sum** and the **Average** subtotals.

#### Page break between groups

If you check the **Page break between groups** checkbox, Excel will insert page breaks into your spreadsheet after each group of data. This may be useful if you want to print out your spreadsheet.

#### Summary below data

The **Summary below data** checkbox simply specifies where the group summaries are positioned.

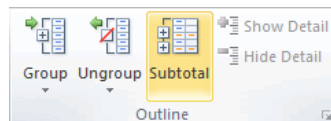
- If the **Summary below data** box is checked, the subtotals are positioned below each data group;
- If the **Summary below data** box is not checked, the subtotals are positioned at the top of each data group.

	1	2	3	4		A	B	C
	1					Month	Team	Sales
	2					Jan	Team 1	\$45,000
	3					Jan	Team 2	\$36,000
	4					Jan	Team 3	\$55,000
	5					Jan Average		\$45,333
	6					Jan Total		\$136,000
	7					Feb	Team 1	\$39,000
	8					Feb	Team 2	\$47,000
	9					Feb	Team 3	\$61,000
	10					Feb Average		\$49,000
	11					Feb Total		\$147,000
	12					Mar	Team 1	\$42,000
	13					Mar	Team 2	\$52,000
	14					Mar	Team 3	\$38,000
	15					Mar Average		\$44,000
	16					Mar Total		\$132,000
	17					Grand Average		\$46,111
	18					Grand Total		\$415,000

## How to remove Subtotals From Your Spreadsheet

In order to remove the subtotals from your table:

1. Select any cell within the data table;
2. Click on the Subtotal option (within the **Data** tab of the Excel ribbon):



3. When the Subtotal dialog box opens up, click on the **Remove All** button.

Further examples of the Excel Subtotal command are provided on the [Microsoft Office Support website](https://www.office-support.com/excel-subtotal.html).

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