

@futurevisioncomputers

# GROUPING & SUBTOTALS IN EXCEL

## STREAMLINE YOUR DATA ANALYSIS!



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1						<b>FUTURE VISION™ COMPUTER INSTITUTE</b> <b>E-COMMERCE CLOTHING STOCK DATASET</b>								
2						COLOR	SIZE	WAREHOUSE1	WAREHOUSE 2					
3						BLACK	10	90	50					
4						WHITE	14	24	120					
5						WHITE	10	50	50					
6						BEIGE	12	70	100					
7						GREEN	12	40	40					
8						PINK	2	180	180					
9						GREEN	10	120	40					
10						BEIGE	10	60	60					
11						BLACK	10	24	40					
12						BEIGE	8	60	60					
13						BLACK	8	20	120					
14						WHITE	8	20	60					
15						GREEN	4	90	180					
16						PINK	6	70	100					
17						GREEN	6	40	40					
18						WHITE	2	100	180					
19						PINK	4	20	60					
20						WHITE	2	180	70					
21						BLACK	12	120	120					
22						GREEN	8	90	90					
23						GREEN	2	50	20					
24						PINK	14	60	60					
25						BEIGE	10	100	100					
26						WHITE	2	20	20					
27						BLACK	8	40	24					
28														

## PREPARE YOUR DATA

**STEP 1: PREPARE YOUR DATA AND MAKE SURE YOUR DATA IS ORGANIZED WITH CLEAR HEADERS. THIS WILL MAKE GROUPING AND SUBTOTALS EASIER TO MANAGE!**

@futurevisioncomputers



COLOR	SIZE	WAREHOUSE1	WAREHOUSE 2
WHITE	10	90	50
WHITE	14	24	120
BLACK	10	50	50
BLACK	12	70	100
GREEN	12	40	40
PINK	2	180	180
PINK	10	120	40
PINK	10	60	60
PINK	10	24	40
BEIGE	8	60	60
BEIGE	8	20	120
BEIGE	8	20	60
WHITE	4	90	180
WHITE	6	70	100
WHITE	6	40	40
WHITE	2	100	180
WHITE	4	20	60
BLACK	2	180	70
BLACK	12	120	120
GREEN	8	90	90
GREEN	2	50	20
PINK	14	60	60
BEIGE	10	100	100
WHITE	2	20	20
BLACK	8	40	24

## SORT YOUR DATA

**STEP 2: SORT YOUR DATA BY THE COLUMN YOU WANT TO GROUP BY (E.G., BY CATEGORY, DATE, ETC.). GO TO THE "DATA" TAB AND SELECT "SORT."**



COLOR	SIZE	WAREHOUSE1	WAREHOUSE 2
BEIGE		70	100
BEIGE		60	60
BEIGE		60	60
BEIGE		100	100
BEIGE		20	50
BEIGE		180	40
BEIGE	4	60	50
BLACK	10	90	50
BLACK	10	24	40
BLACK	8	20	120
BLACK	12	120	120
BLACK	8	40	24
BLACK	4	120	20
BLACK	4	90	90
GREEN	12	40	40
GREEN	10	120	40
GREEN	4	90	180
GREEN	6	40	40
GREEN	8	90	90
GREEN	2	50	20
GREEN	14	40	40
GREEN	6	90	60
PINK	2	180	180
PINK	6	70	100
PINK	4	20	60

# GROUPING DATA

**STEP 3: FOR GROUPING YOUR DATA SELECT THE ROWS OR COLUMNS YOU WANT TO GROUP. THEN, GO TO THE "DATA" TAB AND CLICK ON "GROUP." CHOOSE "GROUP" AGAIN TO FINALIZE!**



The screenshot shows a Microsoft Excel spreadsheet titled "FUTURE\_VISION\_COMPUTERS\_GROUPING". The "Data" tab is selected. A context menu is open over a range of data in columns F through I. The menu is titled "Subtotal" and includes options like "At each change in:", "Use function:", and "Sum". Other options like "Count", "Average", "Max", "Min", and "Product" are also visible. The main spreadsheet area contains data for "E-COMMERCE CLOTHING STOCK DATASET" with columns for COLOR, SIZE, WAREHOUSE1, and WAREHOUSE2.

COLOR	SIZE	WAREHOUSE1	WAREHOUSE2
BEIGE	Subtotal	?	100
BEIGE		At each change in:	60
BEIGE		COLOR	60
BEIGE		Use function:	100
BEIGE		Sum	50
BEIGE		Count	40
BEIGE		Average	50
BLACK		Max	50
BLACK		Min	40
BLACK		Product	120
BLACK		Replace current subtotals	120
BLACK		Page break between groups	24
BLACK		Summary below data	20
BLACK		Remove All	90
GREEN	12	40	40
GREEN	10	120	40
GREEN	4	90	180
GREEN	6	40	40
GREEN	8	90	90
GREEN	2	50	20
GREEN	14	40	40
GREEN	6	90	60
PINK	2	180	180
PINK	6	70	100
PINK	4	20	60

## ADDING SUBTOTALS

**STEP 4: FOR ADDING SUBTOTALS, WITH YOUR DATA STILL SELECTED, GO TO THE "DATA" TAB AND CHOOSE "SUBTOTAL." SELECT THE COLUMN TO SUBTOTAL AND THE FUNCTION (E.G., SUM, AVERAGE).**



The screenshot shows an Excel spreadsheet titled "FUTURE\_VISION\_COMPUTERS\_GROUPING". The data consists of columns for COLOR, SIZE, WAREHOUSE1, and WAREHOUSE2. A subtotal dialog box is open, showing the "At each change in:" dropdown with "COLOR" selected. Other options like "SIZE", "WAREHOUSE1", and "WAREHOUSE2" are also listed. The dialog includes checkboxes for "Replace current subtotals", "Page break between groups", and "Summary below data". Buttons for "Remove All", "OK", and "Cancel" are at the bottom.

COLOR	SIZE	WAREHOUSE1	WAREHOUSE 2
BEIGE		Subtotal	
BEIGE		At each change in:	
BEIGE		COLOR	
BEIGE		SIZE	
BEIGE		WAREHOUSE1	
BEIGE		WAREHOUSE 2	
BLACK			
GREEN			
PINK			
PINK			
PINK			

## CHOOSE SUBTOTAL OPTIONS

**STEP 5: FOR CHOOSING SUBTOTAL OPTIONS GO TO THE SUBTOTAL DIALOG, SPECIFY HOW YOU WANT TO GROUP YOUR DATA. EXCEL WILL AUTOMATICALLY INSERT SUBTOTAL ROWS BASED ON YOUR SELECTION!**



COLOR	SIZE	WAREHOUSE1	WAREHOUSE 2
BEIGE Total		550	460
BLACK Total		504	464
GREEN Total		560	510
PINK Total		790	880
WHITE Total		734	940
Grand Total		3138	3254

## REVIEW YOUR DATA

**STEP 6: FOR REVIEWING YOUR DATA CHECK THE SUBTOTAL ROWS AND GROUPED DATA. YOU CAN COLLAPSE OR EXPAND GROUPS FOR BETTER VISIBILITY!**

@futurevisioncomputers



## TIPS FOR EFFECTIVE GROUPING & SUBTOTALS

- ALWAYS SORT YOUR DATA BEFORE GROUPING.
- USE CLEAR HEADERS FOR EASY NAVIGATION.
- REGULARLY UPDATE YOUR GROUPS AND SUBTOTALS!

@futurevisioncomputers



# READY TO ENHANCE YOUR EXCEL SKILLS?

GROUPING AND SUBTOTALS CAN MAKE YOUR DATA ANALYSIS MUCH CLEARER! WHAT DATA CHALLENGES DO YOU FACE? SHARE BELOW!

@futurevisioncomputers



# DID YOU LIKE THE POST?

FOLLOW FOR MORE!



Comment



Save



Share

@futurevisioncomputers