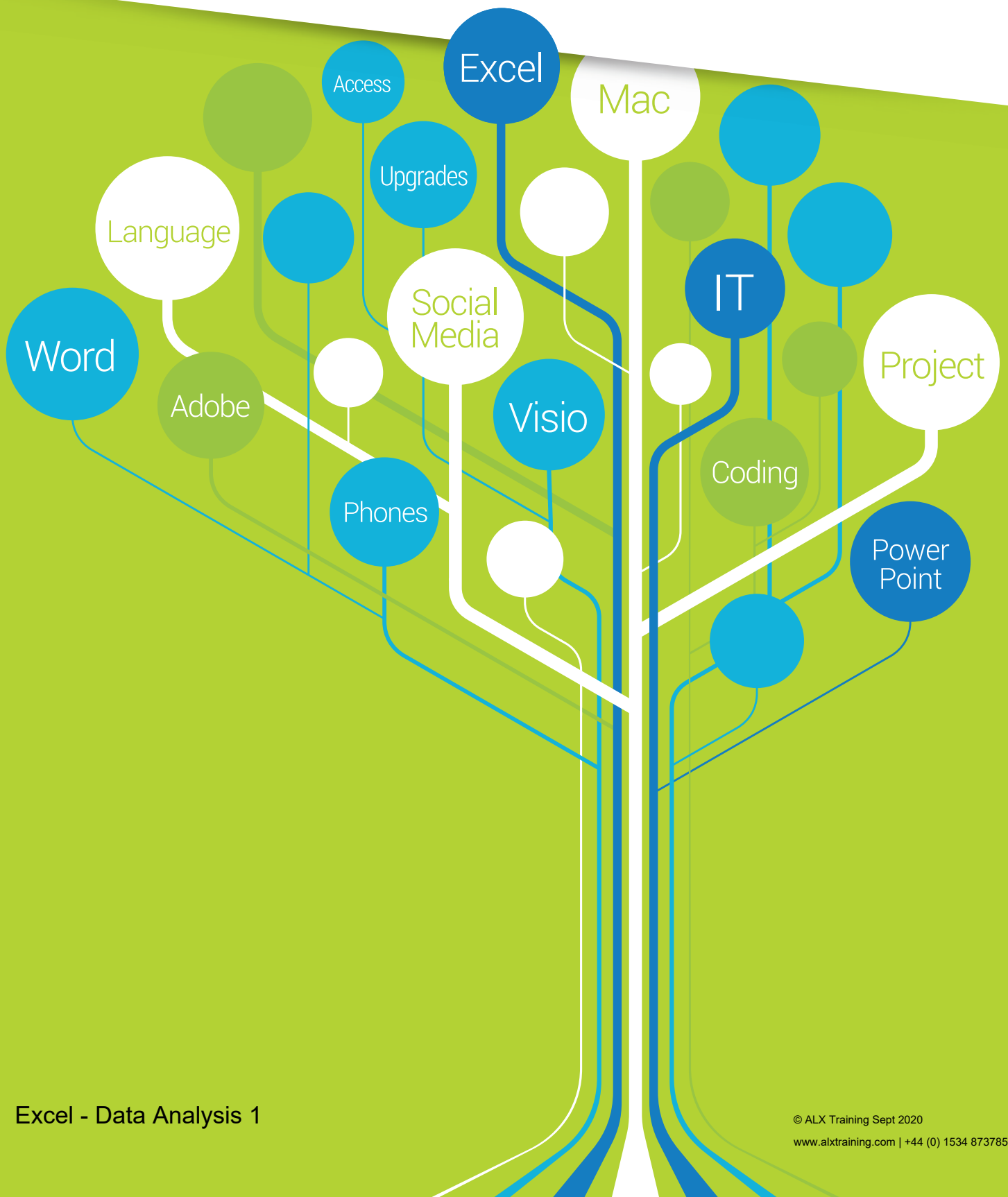




# ALX

*Learning for  
the Digital Age*



# Subtotals

## Sort your Data

1. First you must sort the data, you want to apply a subtotal to.
2. Click **Sort A to Z** or **Sort Z to A**
3. Alternatively, open the **Data** Tab and click **Sort A to Z** or **Sort Z to A**.
4. Click a cell within the table of data
5. On the **Data** tab select **Subtotal**
6. In the **At each change in:** box select the field you want the subtotal.
7. In the **Use Function:** box select the function **SUM**, **AVERAGE** or **COUNT**
8. In **Add subtotal to:** box **tick** the columns you want to subtotal.
9. **OK** to finish

## Change Subtotal layout

10. **Expand** and **Collapse** the data by clicking on the **minus** buttons or **plus** to the left of the data.
11. Rows of data can also be shown or hidden by clicking on **Show Detail** and **Hide Detail** in the **Data** tab.
12. Click number **1** to show the grand total only.
13. Click number **2** to show all the subtotals.
14. Click number **3** to show all the data.
15. To remove the subtotals from the data, click in the data and re-open the subtotal icon from the **Data** tab.
16. Click **Remove All**.

## Copy and Paste Subtotals

To copy and paste the subtotalled rows without the data between open the **Go To** Dialogue Box (**Ctrl+G**)

1. **Ctrl+A** to select your Subtotals (at Level 1 or 2)
2. **Ctrl+G**, to open the Go To dialogue box
3. Click **Special**
4. Select **Visible Cells Only** then click on **OK**
5. Use **Ctrl+C** to copy the visible cells then **Ctrl+V** to paste the condensed version to a new location.

Subtotal
?
X

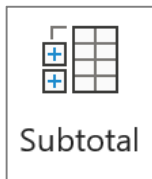
At each change in:
Employee

Use function:
Sum

Add subtotal to:
☐ Date
☐ Employee
☐ Client
☒ Time
☒ Payment

☒ Replace current subtotals
☐ Page break between groups
☒ Summary below data

Remove All
OK
Cancel



1	2	3	A	B	
	1		Date	Employee	Client
+	11			Alex Drew Total	
+	18			Heidi Heath Total	
+	24			Heidi Smith Total	
+	36			James Hunt Total	
+	41			Jenny Hill Total	
+	48			Kirsten Taylor Total	
+	53			Peter Walker Total	
-	54			Grand Total	

Go To Special
?
X

Select

☐ Comments
☐ Row differences
☐ Constants
☐ Column differences
☐ Formulas
☐ Precedents
☒ Numbers
☐ Dependents
☒ Text
☐ Direct only
☒ Logicals
☐ All levels
☒ Errors
☐ Last cell
☒ Visible cells only
☐ Blanks
☐ Conditional formats
☐ Current region



# Pivot Tables

## INSERTING A PIVOT TABLE

1. Highlight all the data to be included in the Pivot Table including row headers
2. Open the **Insert** tab and **click** the **PivotTable** icon
3. Confirm the data range by pressing **Next**
4. Choose to place the Pivot Table on a **New or Existing Worksheet** and click **OK**
5. Drag the **appropriate fields** to the **Column Labels** area, **Row Labels** area, **Values** area and the **Report Filter** area.
6. Remove fields by either dragging them out of the area or **un-ticking** them from the Field List

## MANIPULATING DATA

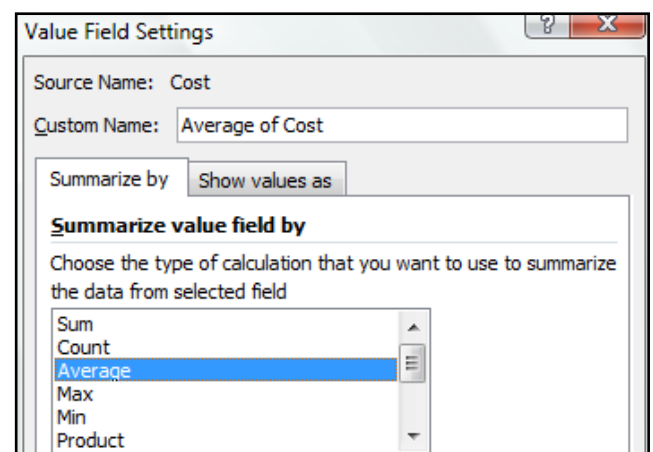
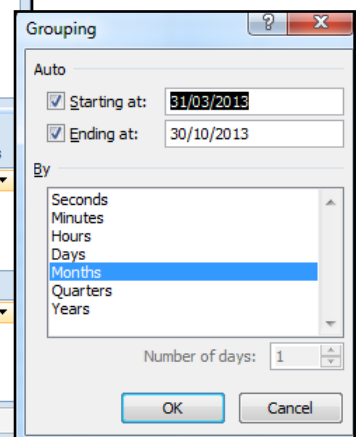
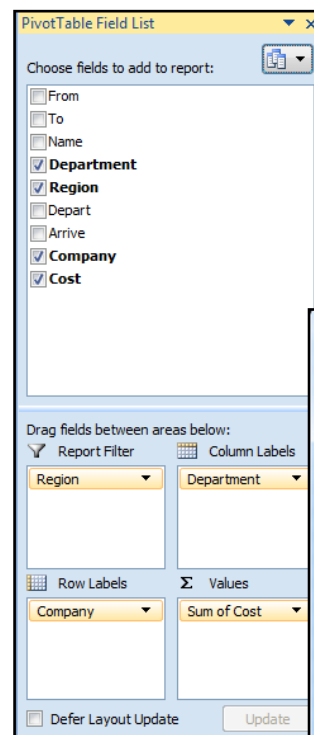
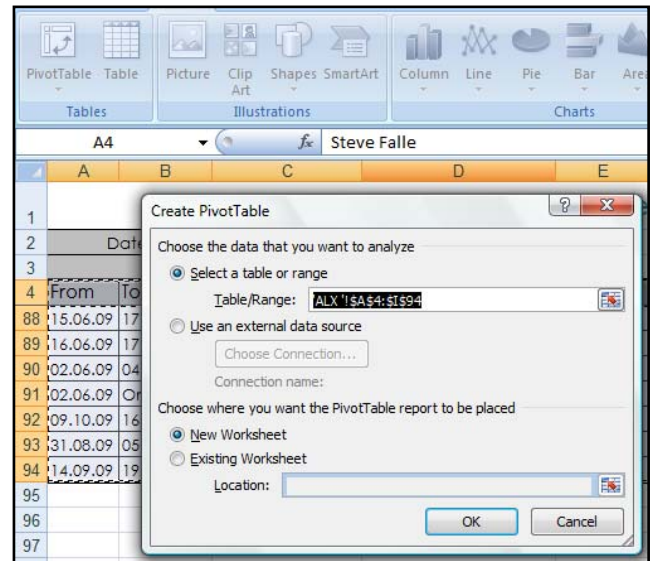
1. Use the **A-Z** icon to sort the records
2. **Double click** any value in the pivot table to view the data that makes up this value
3. **Group** the data by date within a pivot table by dragging a date field to the **Row Labels** area. **Right click** a single date and select **Group** from the menu. Choose to group the dates by months, quarters, years, etc.

## EDITING THE PIVOT TABLE

1. In the Values area click the down arrow next to the field
2. Select **Value Field Settings** choose to Summarise the Value field as **Count, Average, Max** or **Min**
3. Click the Number **Format** button to reformat the values to your normal in-house style. **OK** to finish
4. Change the name of the field heading by typing a new name in the **Custom Name** box
5. Edit the **Subtotals** by clicking on the **Design Tab** in the Pivot Table Tools and changing the **Subtotal** options
6. Alter the style and layout in the Design tab
7. To add data, insert it into the original spreadsheet and **click** on **Refresh** in the Options tab

## FILTERS

1. **Click** the drop-down arrows at the end of each row and column label, to filter which data to include
- Or, if you wish to apply a filter to the whole Pivot Table:
2. Drag the required field to filter into the Filter Box
  3. A new filter heading will appear above your Pivot Table
  4. **Click** on the drop down arrow in this filter heading to filter your data

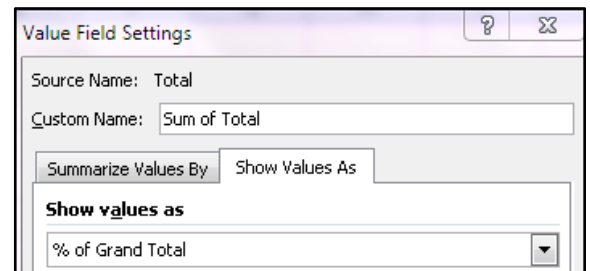


# Pivot Tables

## SHOW VALUES AS...

To see values as a percentage of the total:

1. **Right click** on the Sum of Total heading in the Values Box
2. Select **Field Value Settings**
3. Choose **Show Values as** from the menu
4. **Click** on the drop down arrow to select **% of Grand Total**
5. **Click** on **OK**

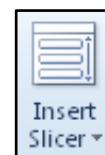
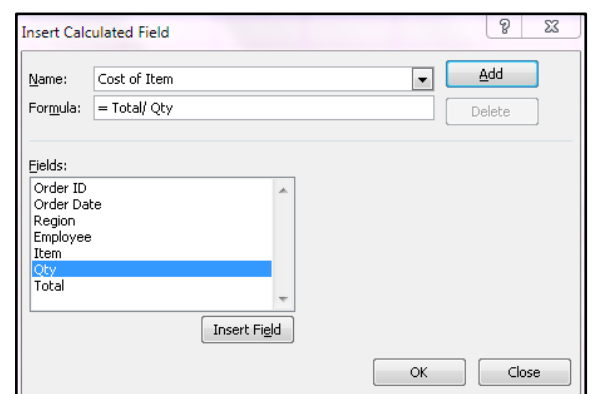
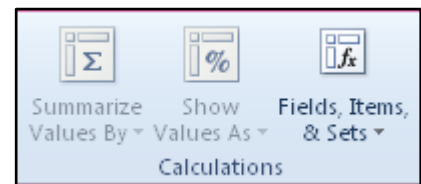


## CALCULATED FIELD

You can add a calculated field to a pivot table. For example if you wanted to calculate the Cost per Item, and you knew the Total Revenue and the Quantity Sold, then the formula would be  $\text{=Total} / \text{Qty Sold}$

1. Add **Item** to row labels
2. From the **Options** tab in the Calculations group select **Fields, Items & Sets**
3. From the dropdown list select **Calculated Field**
4. In the **Name** field type '**Cost per Item**'
5. Click in the **Formula** Field and then select **Total** from the Fields list below, click **Insert Field**, the total will then appear in the Formula field
6. Type the divide sign ( / )
7. Then find **Qty Sold** from the Fields list, click **Insert field**.  
The formula in the Formulas field should now read:  
 $\text{=Total/Qty Sold}$
8. **Click OK**

Notice that the new field now appears in the Pivot Table Fields list to be used when you want



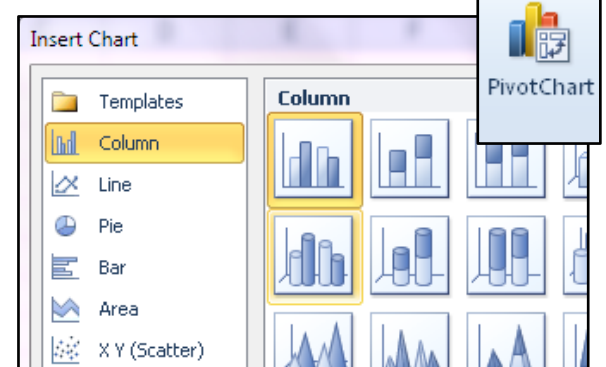
## SLICERS

A more user friendly way to filter your data is to use Slicers:

1. Click the Slicer icon and tick the fields you need to filter
2. Choose multiple options by holding down the **Ctrl** key
3. To remove the Slicer, click on the Slicer box and press delete

## PIVOT CHART

1. Go to the Design tab and **click** on **Grand Totals** and select **Off for Rows and Columns**
2. On the Options tab **click** on **Pivot Chart** and choose the
3. In the Design tab choose a pre-made **Chart Layout**
4. Or, create your own design by using the Format and Layout tabs



# Short-cuts

Ctrl + Home	Top left cell in your Worksheet
Ctrl + End	Bottom right populated cell in your Worksheet
Ctrl + Z	Undo
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + Tab	Move between open Workbooks
Alt + Tab	Move between open Programs/Windows
Ctrl + Shift + L	Add Filter
Ctrl + -	Delete a Row
Ctrl + +	Insert a Row
Ctrl + ;	Insert Date
Ctrl + A	Select All
Ctrl + T	Create Table
Ctrl + G	Go To
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + N	New Workbook
Ctrl + O	Open Workbook
Ctrl + S	Save Workbook
Ctrl + W	Close Workbook



