

Outlining Data in Excel

Outlining data makes your data easier to view. In this example, we will total rows of related data and collapse a group of columns.

1. First, [sort](#) the data on the Company column.

	A	B	C	D	E
1	Last Name	Sales	Product Type	Company	
2	Jones	\$1,390.00	DF-3	Kung Food	
3	Williams	\$1,243.00	FD-2	Kung Food	
4	Johnson	\$9,339.00	DC-1	Kung Food	
5	Jones	\$7,433.00	DF-7	Kung Food	
6	Brown	\$3,255.00	FD-2	Pancakes on the Rocks	
7	Williams	\$1,930.00	A-34	Pancakes on the Rocks	
8	Williams	\$1,064.00	EE-2	Peace A Pizza	
9	Brown	\$4,865.00	EEE-45	Peace A Pizza	
10	Smith	\$9,698.00	F-3334	Peace A Pizza	
11	Smith	\$1,675.00	EEE-312	Wok N Roll	
12	Johnson	\$1,480.00	DC-1	Wok N Roll	
13	Smith	\$1,891.00	EEE-312	Wok N Roll	
14	Jones	\$9,213.00	FG-5	Wok N Roll	
15	Williams	\$1,486.00	A-34	Wok N Roll	
16					

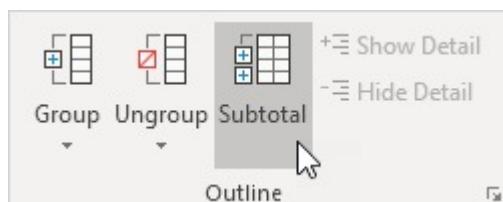
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2. On the Data tab, in the Outline group, click Subtotal.

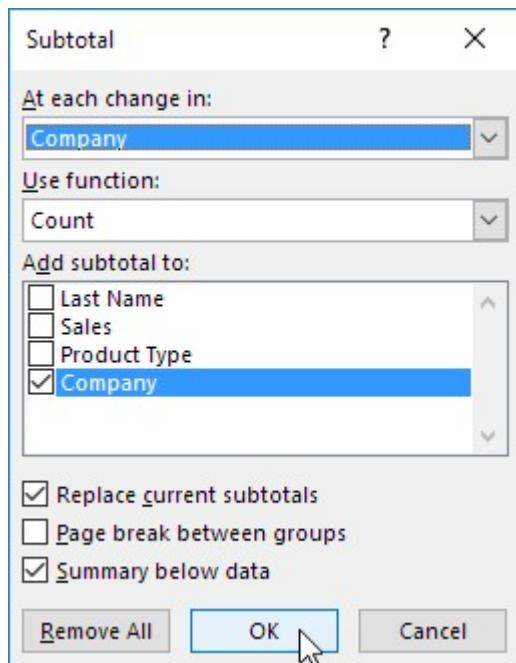


3. Select the Company column, the column we use to outline our worksheet.

4. Use the Count function.

5. Check the Company check box.

6. Click OK.



Result:

1	2	3	A	B	C	D
			1	Last Name	Sales	Product Type
			2	Jones	\$1,390.00	DF-3
			3	Williams	\$1,243.00	FD-2
			4	Johnson	\$9,339.00	DC-1
			5	Jones	\$7,433.00	DF-7
		-	6			Kung Food Count
			7	Brown	\$3,255.00	FD-2
			8	Williams	\$1,930.00	A-34
		-	9			Pancakes on the Rocks Count
			10	Williams	\$1,064.00	EE-2
			11	Brown	\$4,865.00	EEE-45
			12	Smith	\$9,698.00	F-3334
		-	13			Peace A Pizza Count
			14	Smith	\$1,675.00	EEE-312
			15	Johnson	\$1,480.00	DC-1
			16	Smith	\$1,891.00	EEE-312
			17	Jones	\$9,213.00	FG-5
		-	18	Williams	\$1,486.00	A-34
			19			Wok N Roll Count
			20			Grand Count
			21			

7. To collapse a group of cells, click a minus sign. You can use the numbers to collapse or

expand groups by level. For example, click the 2 to only show the subtotals.

The screenshot shows a table in Excel with four columns: A, B, C, and D. Column A contains row numbers 1 through 21. Column B contains 'Last Name' and 'Sales'. Column C contains 'Product Type' and 'Company'. Column D contains numerical values. To the left of the table, there is a legend with three rows: Row 1 has '1', '2', and '3' with a mouse cursor over '2'. Row 2 has four '+' signs. Row 3 has a '-' sign.

	A	B	C	D
1	Last Name	Sales	Product Type	Company
6			Kung Food Count	4
9			Pancakes on the Rocks Count	2
13			Peace A Pizza Count	3
19			Wok N Roll Count	5
20			Grand Count	14
21				

Note: click the 1 to only show the Grand Count, click the 3 to show everything.

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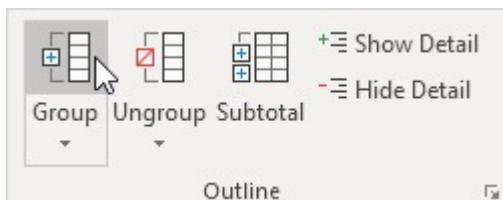
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To collapse a group of columns, execute the following steps.

8. For example, select column A and B.
9. On the Data tab, in the Outline group, click Group.



10. Click the minus sign above column C (it will change to a plus sign).

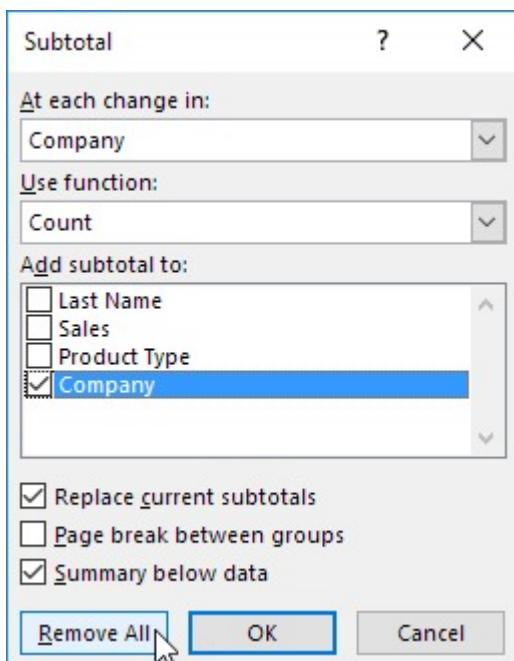
Result:

The screenshot shows the same table as before, but now the rows under 'Product Type' have been collapsed. The first five rows ('DF-3', 'FD-2', 'DC-1', 'DF-7', 'Kung Food Count') are grouped under 'Product Type'. The last three rows ('FD-2', 'A-34', 'Pancakes on the Rocks') are grouped under 'Pancakes on the Rocks'. The legend on the left shows '1' and '2' highlighted, indicating the current grouping level.

	C	D	E	F
1	Product Type	Company		
2	DF-3	Kung Food		
3	FD-2	Kung Food		
4	DC-1	Kung Food		
5	DF-7	Kung Food		
6	Kung Food Count		4	
7	FD-2	Pancakes on the Rocks		
8	A-34	Pancakes on the Rocks		

-	9	Pancakes on the Rocks Count	2
.	10	EE-2	Peace A Pizza
.	11	EEE-45	Peace A Pizza
.	12	F-3334	Peace A Pizza
-	13	Peace A Pizza Count	3
.	14	EEE-312	Wok N Roll
.	15	DC-1	Wok N Roll
.	16	EEE-312	Wok N Roll
.	17	FG-5	Wok N Roll
.	18	A-34	Wok N Roll
-	19	Wok N Roll Count	5
-	20	Grand Count	14
-	21		

11. To remove the outline, click any cell inside the data set and on the Data tab, in the Outline group, click Subtotal, Remove all.



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