**Module 14 – Outlining & Subtotaling**

**Exercise**

1. Open the file called **Book Sales**.
2. Turn on the Outline feature in this file.
3. Show the outline levels as per the picture below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Qtr 1 Total** | **Qtr 2 Total** | **Qtr 3 Total** | **Qtr 4 Total** | **Annual Totals** |
| **Sales** |  |  |  |  |  |
|  |  |  |  |  |  |
| *Science* | $400 | $575 | $675 | $825 | $2,475 |
| *Romance* | $600 | $625 | $800 | $700 | $2,725 |
| *Children's Literature* | $475 | $575 | $625 | $750 | $2,425 |
| **Total Books** | $1,475 | $1,775 | $2,100 | $2,275 | $7,625 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Jazz* | $925 | $925 | $775 | $750 | $3,375 |
| *Classical* | $900 | $700 | $825 | $925 | $3,350 |
| *R&B* | $825 | $675 | $900 | $825 | $3,225 |
| **Total CDs & DVD's** | $2,650 | $2,300 | $2,500 | $2,500 | $9,950 |
|  |  |  |  |  |  |
| **Total Sales** | $4,125 | $4,075 | $4,600 | $4,775 | $17,575 |

1. Save and close the file.
2. Open the file called **Subtotals.**
3. Create subtotals showing the total GROSS PAY for each DEPT**.**
4. Create subtotals showing the Count of GROSS PAY for each DEPT**.**
5. Create subtotals showing the Sum and the Count of GROSS PAY for each DEPT**.**
6. Using the Outline, show only levels 1 & 2.
7. Save and close the file.