


Activity 16 - Using Subtotals to Summarize Data

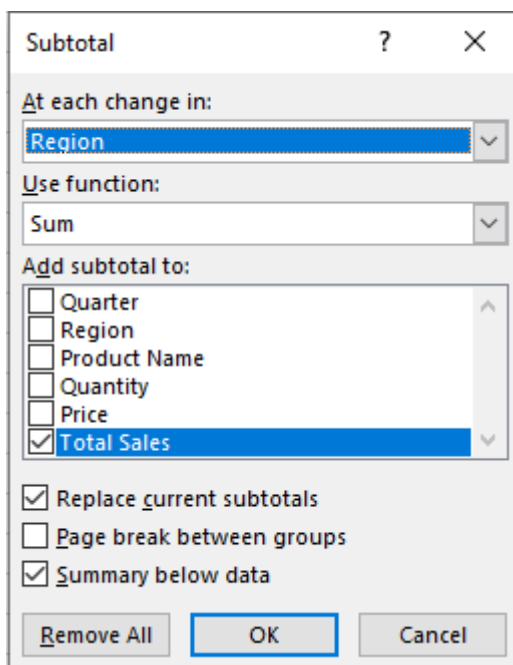
Before You Begin

The My Develetech Lists.xlsx file is open.



Scenario

As a data analyst for Develetech Industries, it is your responsibility to analyze the 2021 sales data. You have been asked to provide subtotals for the total sales of each region. You decide to use the Subtotal feature to group each region and sum total sales.

- 1) Use the Subtotal feature to sum total sales for each region.
 - a) Select the **2021 Sales** worksheet.
 - b) Select cell **B1** and select **Data → Sort A to Z**. 
 - c) Select **Data → Subtotal**.
 - d) From the **At each change in** drop-down menu, select **Region**.
 - e) In the **Use function** field, verify that **Sum** is selected.
 - f) In the **Add subtotal to** field, verify that **Total Sales** is selected and select **OK**.



2) Manipulate the subtotal outline to show only the regional totals.

- a) Next to row **18**, select the minus button. 
- b) Select the outline level  in the rows outline area.
- c) AutoFit column **F**, if necessary, and verify the subtotals for each region and grand total of sales.

1	2	3	A	B	C	D	E	F
	1		Quarter	Region	Product Name	Quantity	Price	Total Sales
	18			Midwest Total				\$2,187,759
	35			Northeast Total				\$2,749,967
	52			Southeast Total				\$2,297,467
	69			Southwest Total				\$2,738,094
	86			West Total				\$2,437,288
	87			Grand Total				\$12,410,575

3) Save the workbook and close the file.