

Excel tips for Reports – Insert Subtotals

Using Excel 2010, insert automatic subtotals based on groups of report rows. This document uses the New Users Report as an example.

Procedure

1. Open and save a **New Users** report
2. Click on a cell in the **StatCat Type** column
3. Click on the **Data** tab
4. Click on the **Subtotal** icon
5. In the **Subtotal** wizard, make sure that:
 - a. At each change in: = StatCat Type
 - b. Use function: = Sum
 - c. Add subtotal to: = New Users is checked
 - d. Summary below data is checked
6. Click **OK**
7. Subtotal rows are inserted for Patron Type, Residency, and School Code

