

Outlining Data

[G+](#)
[Follow](#)
9.7k

Chapter

[Filter](#)

Learn more, it's easy

[Number and Text Filters](#)
[Date Filters](#)
[Advanced Filter](#)
[Data Form](#)
[Remove Duplicates](#)
[Outlining Data](#)

Download Excel File

[outlining-data.xls](#)

Follow Excel Easy

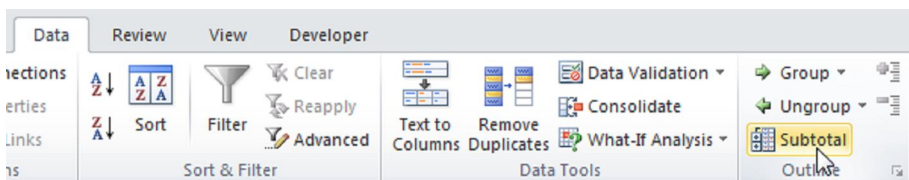


Outlining data makes your data easier to view. In this example we will total rows of related data and collapse a group of columns.

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					
17					

2. On the data tab, click Subtotal.

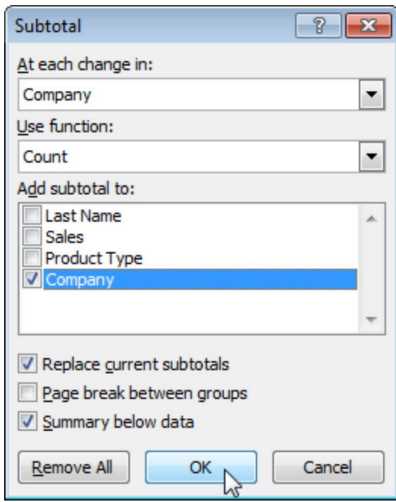


3. Select the Company column, the column we use to outline our worksheet.

4. Use the Count function.

5. Check the Company check box.

6. Click OK.



Result:

	A	B	C	D
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			Kung Food Count	4
7	Brown	\$3,255.00	FD-2	Pancakes on the Rocks
8	Williams	\$1,930.00	A-34	Pancakes on the Rocks
9			Pancakes on the Rocks Count	2
10	Williams	\$1,064.00	EE-2	Peace A Pizza
11	Brown	\$4,865.00	EEE-45	Peace A Pizza
12	Smith	\$9,698.00	F-3334	Peace A Pizza
13			Peace A Pizza Count	3
14	Smith	\$1,675.00	EEE-312	Wok N Roll
15	Johnson	\$1,480.00	DC-1	Wok N Roll
16	Smith	\$1,891.00	EEE-312	Wok N Roll
17	Jones	\$9,213.00	FG-5	Wok N Roll
18	Williams	\$1,486.00	A-34	Wok N Roll
19			Wok N Roll Count	5
20			Grand Count	14
21				
22				

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.

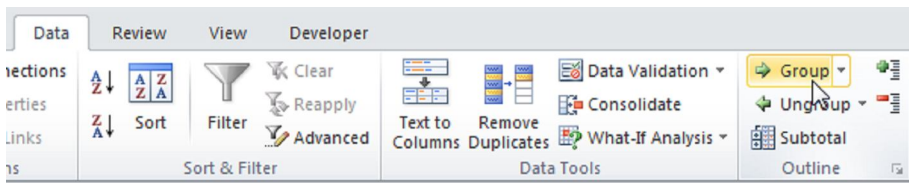
	A	B	C	D
1	Last Name	Sales	Product Type	Company
6			Kung Food Count	4
9			Pancakes on the Rocks Count	2
13			Peace A Pizza Count	3
19			Wok N Roll Count	5
20			Grand Count	14
21				
22				

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

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

8. For example, select column A and B.

9. On the data tab, click Group.

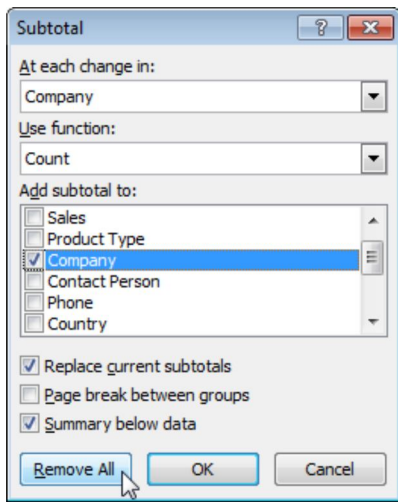


10. Click the minus sign (it will change to a plus sign).

Result:

A1		fx Last Name	
	1	+	
	2		
1	2	3	
	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		
	22		

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



Do you like this free website? Please follow us on Google+



Learn more about filtering, use the side menu >>

Go to Top: [Outlining Data](#) | Go to Next Chapter: [Conditional Formatting](#)

COPYRIGHT (C) 2010-2015 WWW.EXCEL-EASY.COM. ALL RIGHTS RESERVED.
EXCEL 2010 TUTORIAL | HOW TO EXCEL | MICROSOFT EXCEL 2010 | EXCEL MACRO