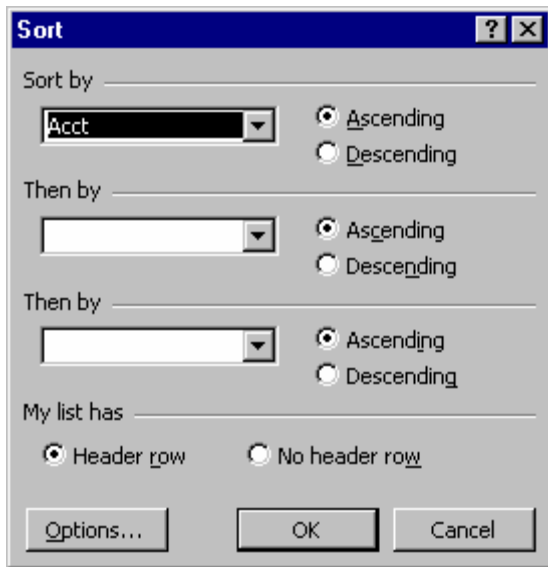


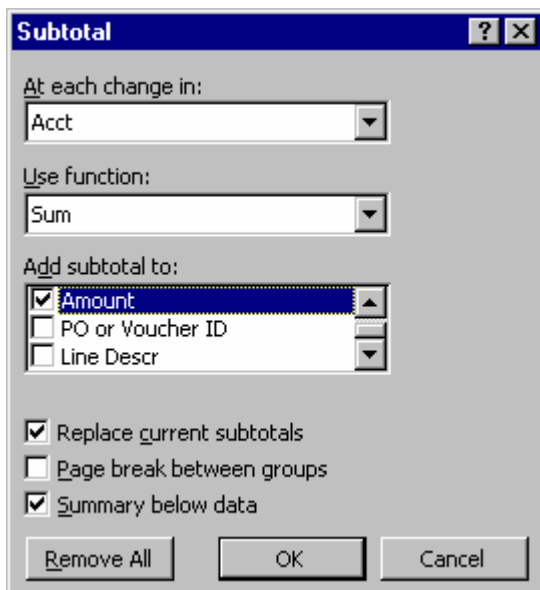
# How to Sort and Subtotal

---



## Sort Steps

1. Position cell pointer in one cell in data list.
2. Click on Data and Sort on the Excel menu bar.
3. Select the name of the field that will be your primary sorting key from the drop-down. Excel assumes an Ascending order but you can specify Descending.
4. (Optional) If you will have second and third sorting key, then click on the Then by box and select that name from the drop-down.
5. Excel assumes that your list has header row but you can specify No header row.
6. Click OK. You will get a sorted list. The next step is to subtotal the sorted list.



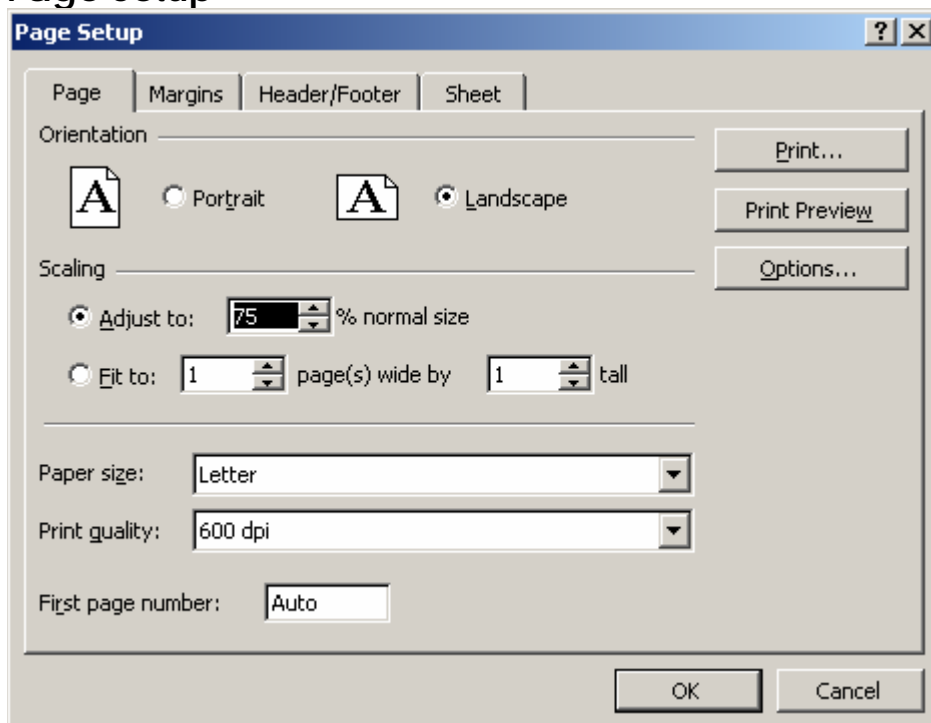
## Subtotal Steps

1. Click on Data and select Subtotal
2. At each change in: Select the field name on which your data list was sorted.
3. Use function: Select Sum
4. Add subtotal to: Select the monetary field.
5. Replace current subtotals: Check
6. Page break between groups: Optional. Check if you want a fresh page for each subtotal group.
7. Summary below data: Check to get a grand total.
8. Click OK to get your subtotaled report.
9. Remove All: Click to start over.

## Formatting Tips

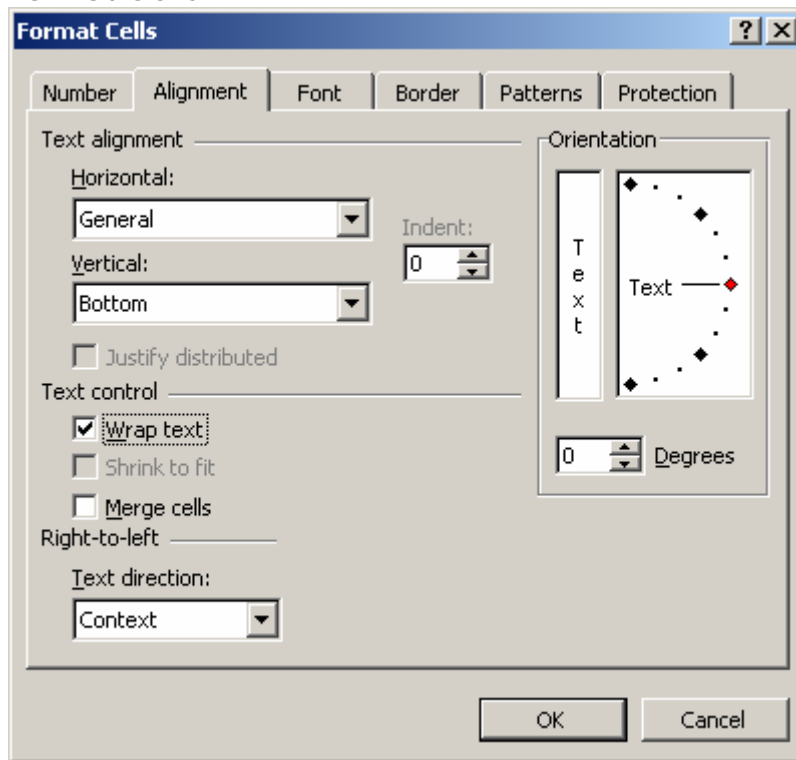
---

### Page Setup



1. Click on File and select Page setup.
2. Page: Orientation, Scaling, Paper Size
3. Margins:
4. Header/Footer
5. Sheet: Print titles and gridlines

## Format Cells



Text Control: If you are reducing column size, select Wrap text to avoid truncating data.