

# Excel 2019 (Part 20): Grouping and Subsummary

Excel can organize data into groups, allowing you to easily show and hide different parts of a spreadsheet.

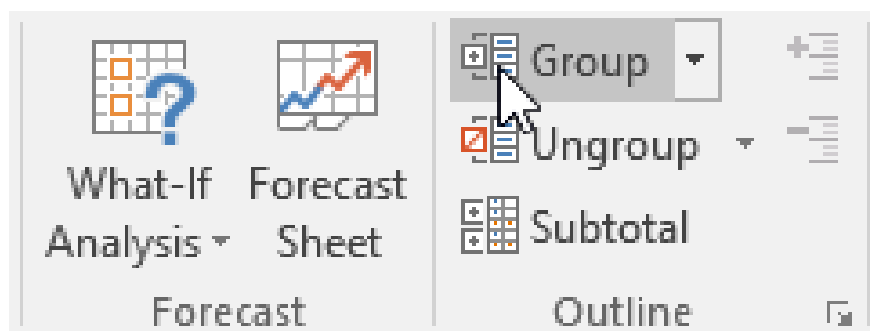
Spreadsheets with a lot of content can sometimes feel overwhelming and even become difficult to read. Fortunately, Excel can organize data into groups, allowing you to easily show and hide different parts of the spreadsheet. You can also summarize different groups using the Subtotal command and create outlines for your spreadsheet.

## How to group rows or columns

1. Select the rows or columns you want to group. This example will select columns B, C, and D.

	A	B	C	D ↓	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10	105	Nathan	Albee	Check	Medium

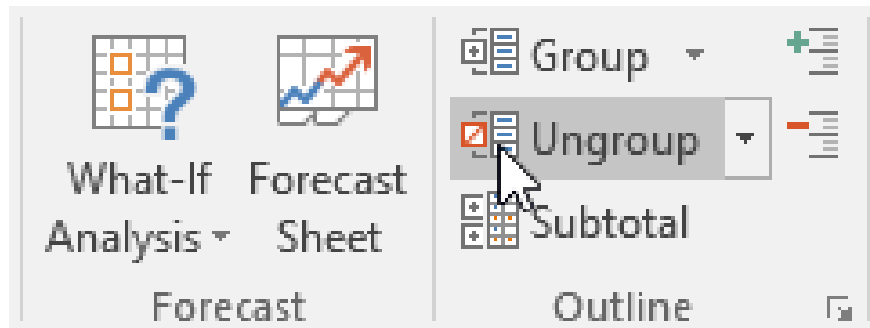
2. Select the **Data** tab on the Ribbon, then click the **Group** command.



3. The selected rows or columns will be grouped together. In the example, columns B, C, and D are grouped together.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10	105	Nathan	Albee	Check	Medium

To ungroup data, select the grouped rows or columns, and then click the **Ungroup** command.

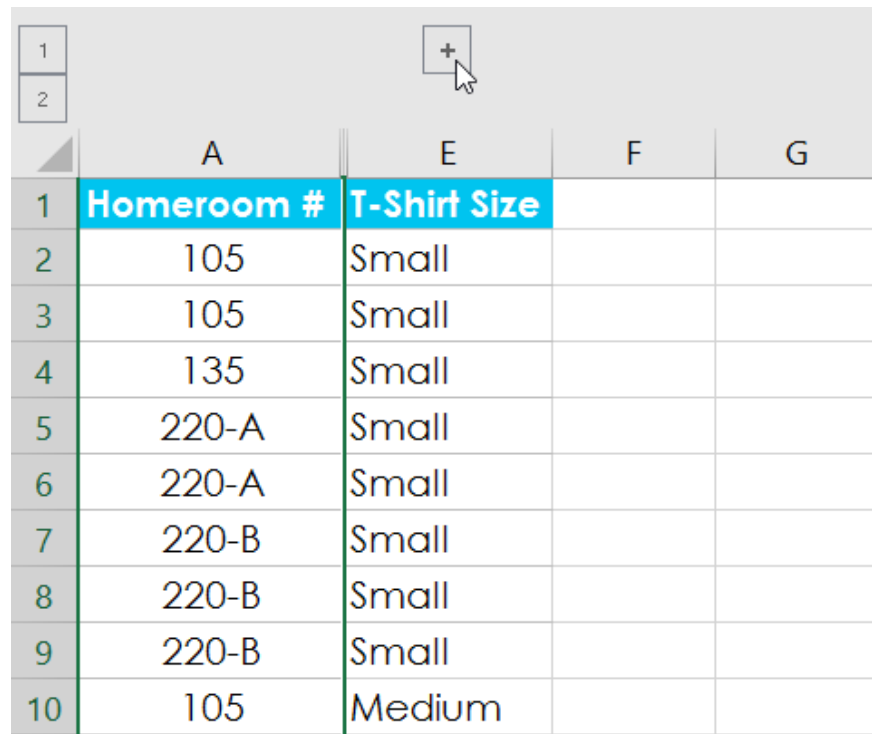


## How to hide and show groups

1. To hide a group, click the minus sign, also known as the **Hide Detail** button.

	A	B	C	D	E
1	Homeroom #	First Name	Last Name	Payment Method	T-Shirt Size
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10	105	Nathan	Albee	Check	Medium

2. The group will be hidden. To show a hidden group, click the plus sign, also known as **the Show Detail button**.



	A	E	F	G
1	<b>Homeroom #</b>	<b>T-Shirt Size</b>		
2	105	Small		
3	105	Small		
4	135	Small		
5	220-A	Small		
6	220-A	Small		
7	220-B	Small		
8	220-B	Small		
9	220-B	Small		
10	105	Medium		

## Create subtotal

The Subtotal command allows you to automatically create groups and use common functions like SUM , COUNT , and AVERAGE to help summarize data. For example, the Subtotal command can help calculate the cost of office supplies by type from a large inventory order. It will create a hierarchy of groups, called an outline, to help organize the worksheet.

The data must be correctly sorted before using the Subtotal command, so you may want to review the article on [Sorting Data](#) for more information.

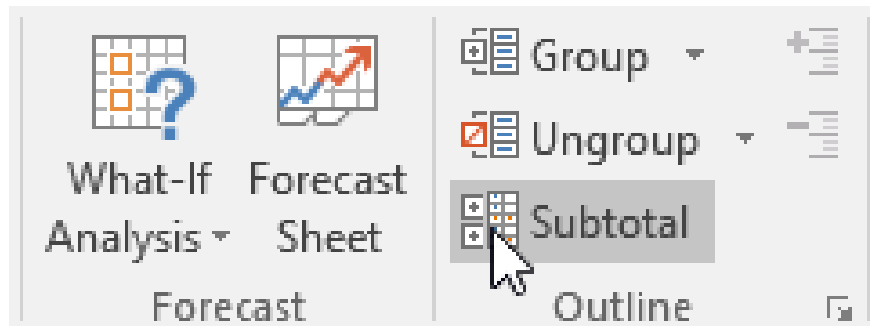
### How to create a subtotal

For example, we'll use the Subtotal command with a t-shirt order form to determine the number of t-shirts ordered for each size ( *Small*, *Medium*, *Large* , and *X-Large* ). This will create an outline for the spreadsheet with each t-shirt size as a group and then count the total number of t-shirts in each group.

1. First, sort the spreadsheet by the data you want to subsum. This example will create a subsum for each t-shirt size, so the spreadsheet is sorted by t-shirt size from smallest to largest.

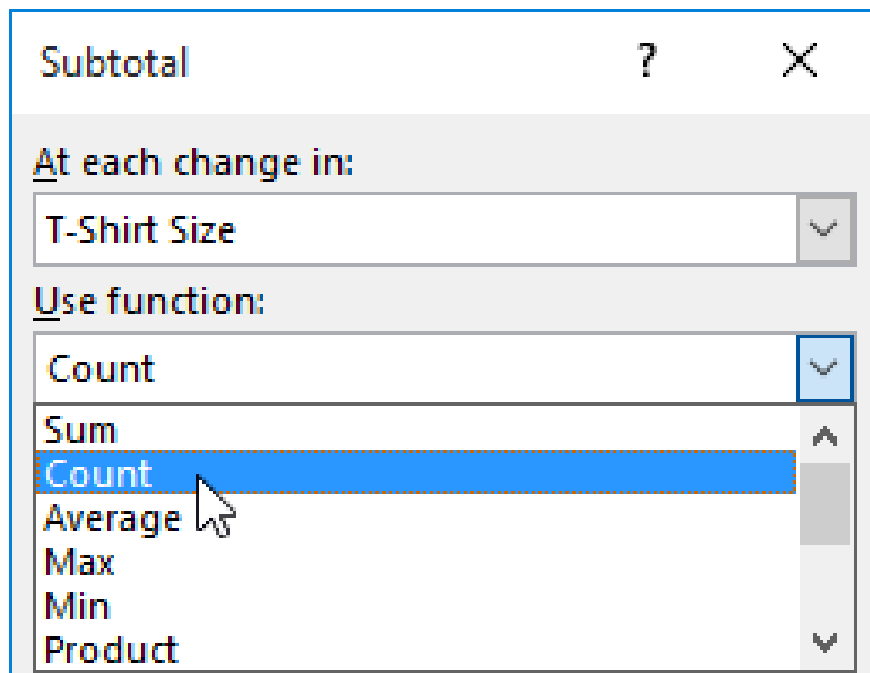
	A	B	C	D	E
1	<b>Homeroom #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Payment Method</b>	<b>T-Shirt Size</b>
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10	105	Nathan	Albee	Check	Medium
11	105	Christiana	Chen	Check Bounced	Medium
12	105	Sidney	Kelly	Check	Medium
13	110	Matt	Benson	Money Order	Medium
14	110	Gabriel	Del Toro	Cash	Medium

2. Select the **Data** tab , then click the **Subtotal command**.



3. The **Subtotal** dialog box will appear. Click the drop-down arrow for the " **At each change in:**" field to select the column you want to subtotal. For example, we would select **T-Shirt Size**.

4. Click the drop-down arrow for the **Use function:** field to select the function you want to use. For example, we would select **COUNT** to count the number of shirts ordered by size.



5. In the " **Add subtotal to:** " field , select the column where you want the subtotal to appear. For example, we would select "**T-Shirt Size**". When you are satisfied with your selections, click **OK**.

Subtotal ? X

At each change in:  
T-Shirt Size

Use function:  
Count

Add subtotal to:

- Homeroom #
- First Name
- Last Name
- Payment Method
- T-Shirt Size

Replace current subtotals  
 Page break between groups  
 Summary below data

Remove All OK Cancel

6. The spreadsheet will be divided into groups, and subtotals will be listed below each group. In the example, the data is currently grouped by t-shirt size, and the number of t-shirts ordered in that size appears below each group.

	A	B	C	D	E
1	<b>Homeroom #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Payment Method</b>	<b>T-Shirt Size</b>
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10				<b>Small Count</b>	8
11	105	Nathan	Albee	Check	Medium
12	105	Christiana	Chen	Check Bounced	Medium
13	105	Sidney	Kelly	Check	Medium
14	110	Matt	Benson	Money Order	Medium
15	110	Gabriel	Del Toro	Cash	Medium
16	135	James	Panarello	Check	Medium
17	135	Chantal	Weller	Debit Card	Medium
18	220-A	Chevonne	Means	Money Order	Medium
19	220-B	Samantha	Bell	Check	Medium
20	220-B	Avery	Kelly	Debit Card	Medium
21				<b>Medium Count</b>	10

## How to view groups by level

When you create subtotals, the worksheet is divided into different levels. You can switch between these levels to quickly control the amount of information displayed in the worksheet by clicking the **Level** buttons on the left side of the worksheet. The example will switch between all 3 levels in the outline. Although this example only contains 3 levels, Excel can actually contain up to 8 levels.

1. Click on the lowest level to display the least amount of detail. For example, level 1 would only contain **the Grand Count** or the total number of t-shirts ordered.

	A	B	C	D	E
1	<b>Homeroom #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Payment Method</b>	<b>T-Shirt Size</b>
33				<b>Grand Count</b>	27
34					
35					

2. Click on the next level to expand the details. For example, level 2 would be selected, containing each subtotal row but hiding all other data from the worksheet.

	A	B	C	D	E
1	<b>Homeroom #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Payment Method</b>	<b>T-Shirt Size</b>
10				<b>Small Count</b>	8
21				<b>Medium Count</b>	10
27				<b>Large Count</b>	5
32				<b>X-Large Count</b>	4
33				<b>Grand Count</b>	27

3. Click on the top level to view and expand all the spreadsheet data. For example, we would select level 3.

	A	B	C	D	E
1	<b>Homeroom #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Payment Method</b>	<b>T-Shirt Size</b>
2	105	Melissa	White	Debit Card	Small
3	105	Esther	Yaron	Pending	Small
4	135	Anisa	Naser	Check Bounced	Small
5	220-A	Brigid	Ellison	Cash	Small
6	220-A	Christopher	Peyton-Gomez	Check	Small
7	220-B	Michael	Lazar	Cash	Small
8	220-B	Malik	Reynolds	Cash	Small
9	220-B	Wendy	Shaw	Cash	Small
10				<b>Small Count</b>	8
11	105	Nathan	Albee	Check	Medium
12	105	Christiana	Chen	Check Bounced	Medium
13	105	Sidney	Kelly	Check	Medium

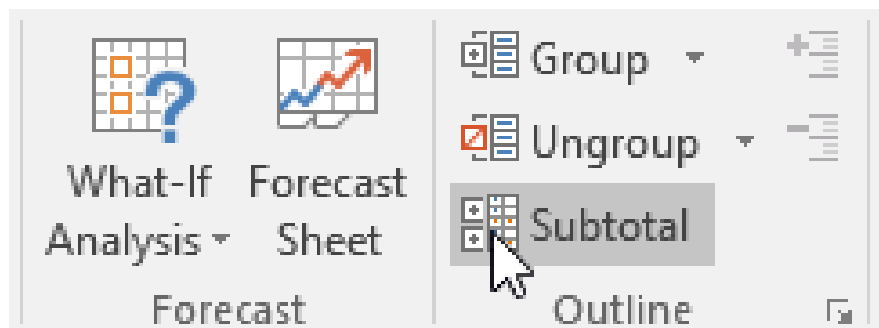
You can also use the **Show Detail** and **Hide Detail** buttons to show and hide groups within the outline.

	A	B	C	D	E
1	<b>Homeroom #</b>	<b>First Name</b>	<b>Last Name</b>	<b>Payment Method</b>	<b>T-Shirt Size</b>
10				<b>Small Count</b>	8
21				<b>Medium Count</b>	10
22	105	Derek	MacDonald	Cash	Large
23	110	Kris	Ackerman	Money Order	Large
24	110	Regina	Olivera	Pending	Large
25	135	Jordan	Weller	Money Order	Large
26	135	Alex	Yuen	Wrong Amount	Large
27				<b>Large Count</b>	5
32				<b>X-Large Count</b>	4
33				<b>Grand Count</b>	27

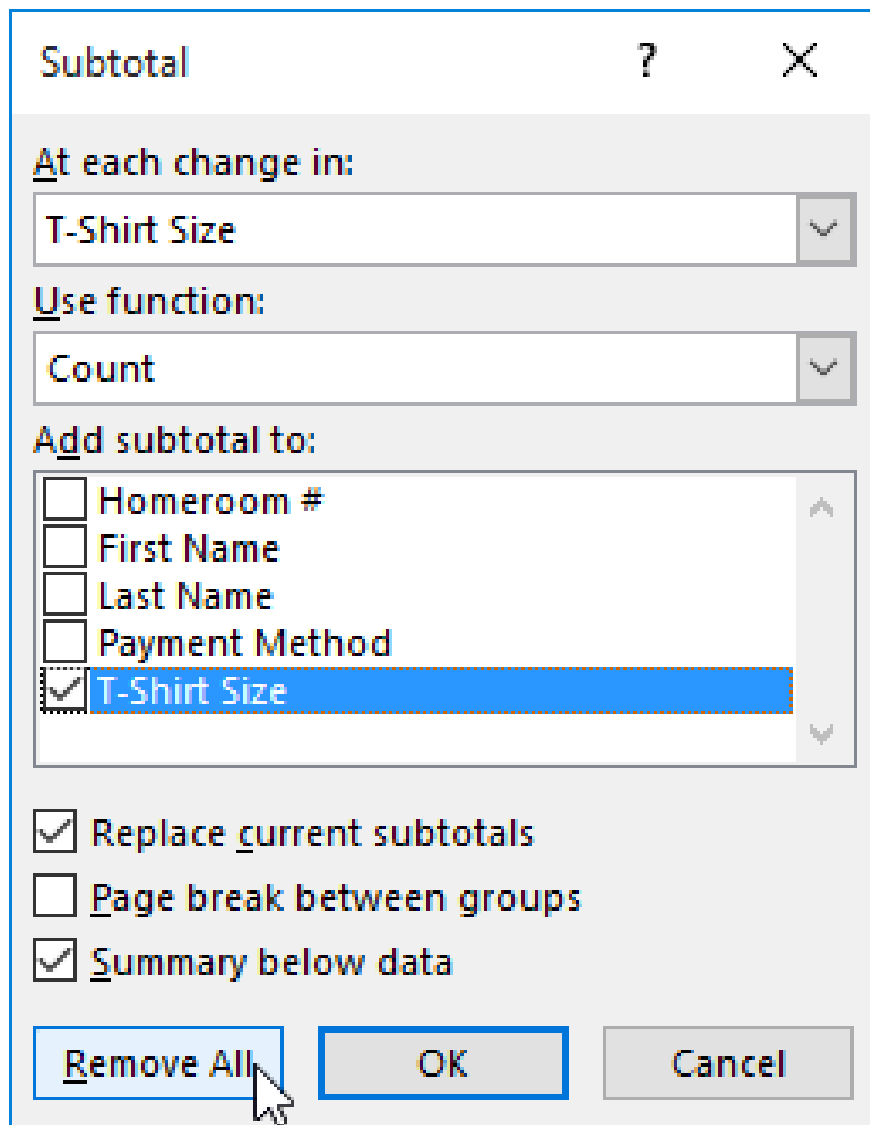
## How to delete subtotals

Sometimes, you may not want to keep subtotals in your spreadsheet, especially if you want to reorganize the data in other ways. If you no longer want to use subtotals, you will need to delete them from your spreadsheet.

1. Select the **Data** tab , then click the **Subtotal command**.

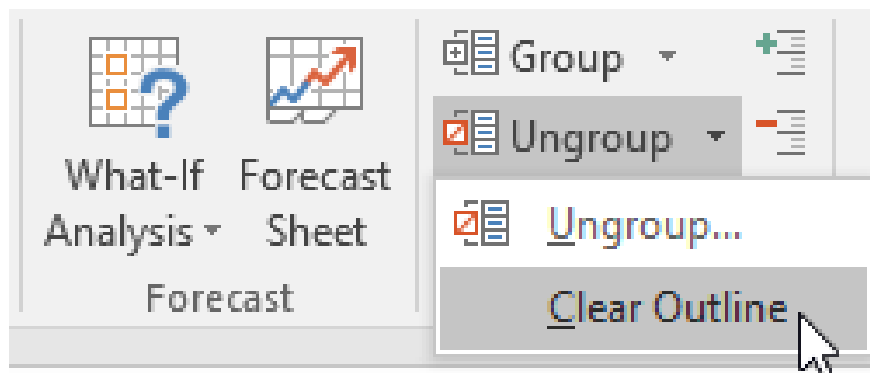


2. The **Subtotal** dialog box will appear. Click **Remove All**.



3. All worksheet data will be ungrouped and subtotals will be deleted.

To delete all groups without deleting subgroups, click the **Ungroup** command drop-down arrow , and then select **Clear Outline**.



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