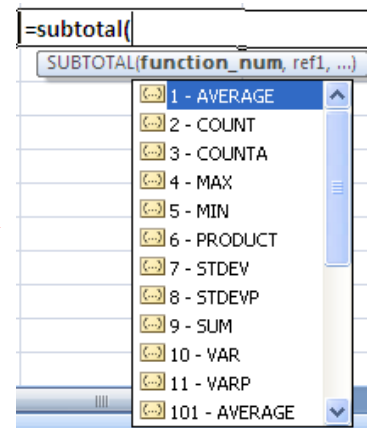


Using the Subtotal Function in Excel

The subtotal function allows you to get a sum, count, or average (among other functions) within a filtered column.

Step 1: Choose a column to sum, count, average, etc. Below the last row of data, enter the formula:

`=subtotal(`

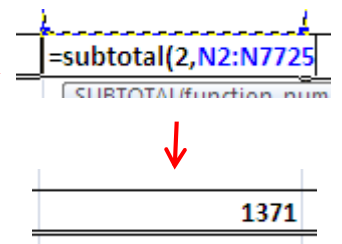


Step 2: After you enter the formula, Excel will recognize the subtotal function and prompt you to choose a function from a drop-down menu.

Step 3: Enter the corresponding number for the function you'd like from the drop-down (e.g., 1 = average, 2 = count)

`=subtotal(2`

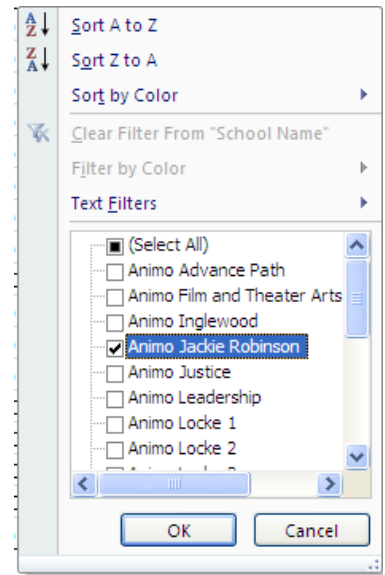
Step 4: For the data range, select all data cells in that column.



Step 5: Close the parentheses and hit the "Enter" key to generate the result.

Step 6: Under the “Data” tab, select the filter icon and filter the datasheet to your requirements.

(If you’d like more information about filtering, please see the “filtering” tutorial.)



N7726		fx =SUBTOTAL(2,N2:N7725)	
F	N		
Animo Jackie Robinson	5		
Animo Jackie Robinson	5		
Animo Jackie Robinson	5		
Animo Jackie Robinson	5		
Animo Jackie Robinson	5		
Animo Jackie Robinson	5		
			132

Step 7: The subtotal function will now only generate results for cells that have not been filtered out.