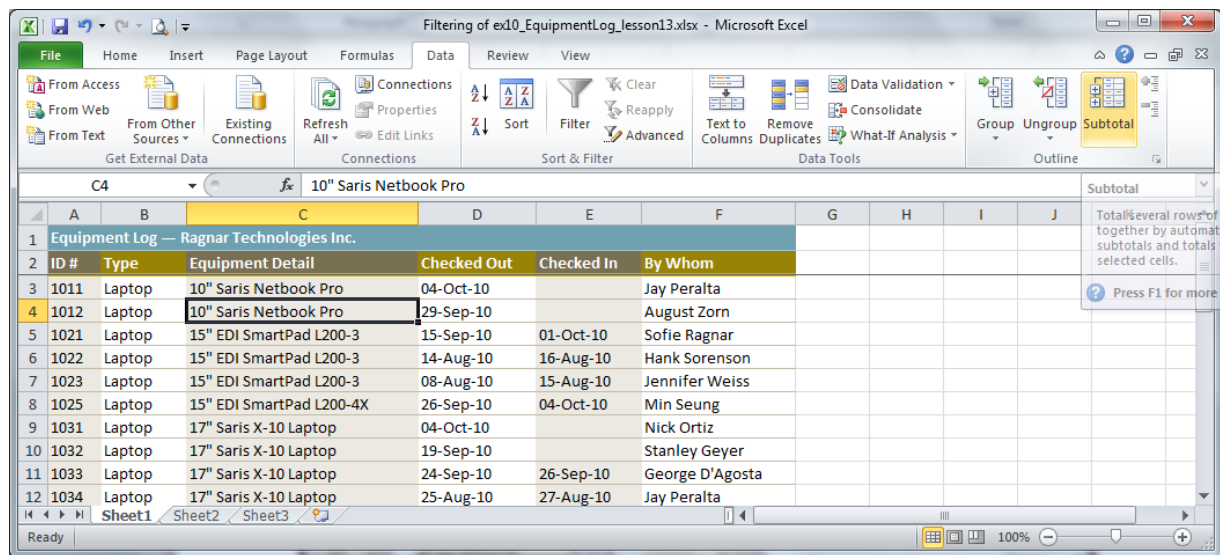


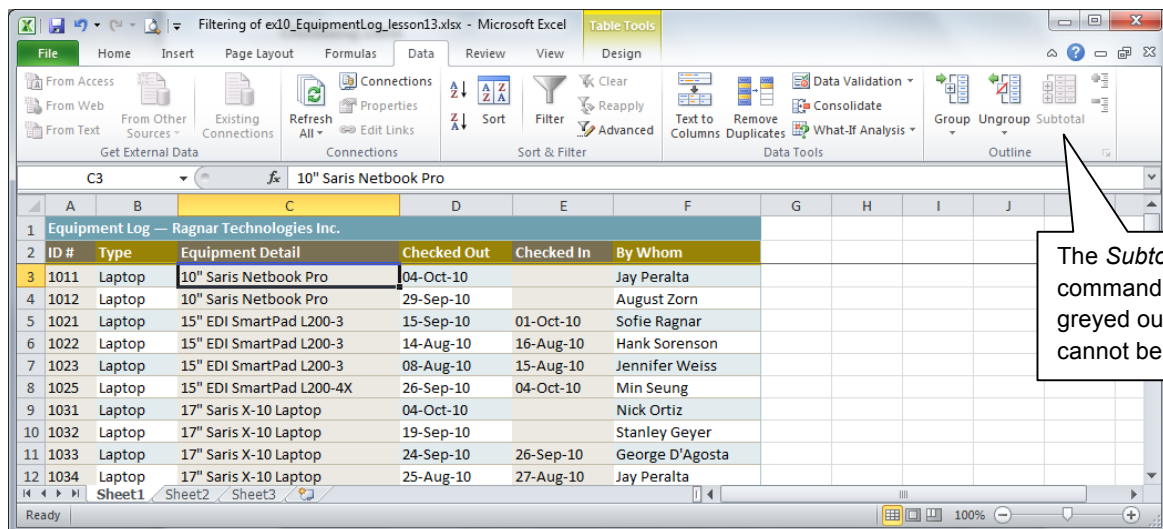
## PRVD252: Unit 10.2 Reading

### Convert to Range for Subtotaling

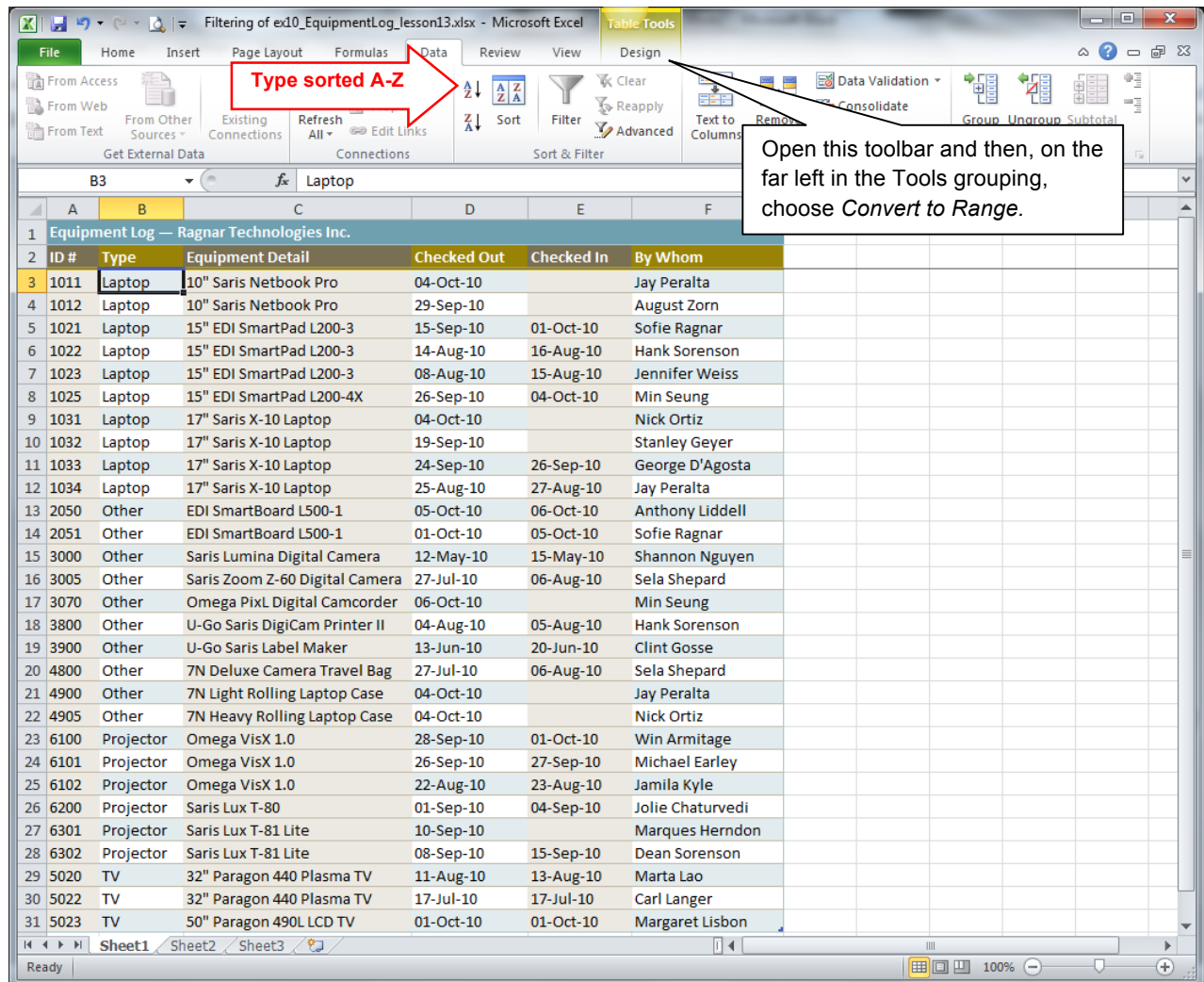
If you have a list of data in Excel® that has not been put into a table format, creating an outline to help organize the data is easy. The first image below is an excerpt of the spreadsheet that was used in subunit 10.1.3: Filtering Data. Even though it looks like a table, these data have not actually been put into a table structure because the *Subtotal* command, which is located on the Data ribbon, is still available to use.



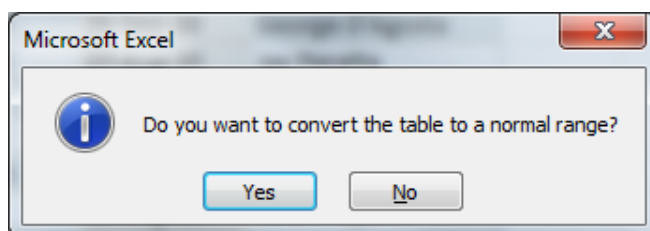
In contrast, in the image below, the *Subtotal* command is not available because the list of data has already been made into a table. Even though these two images look the same on the surface, they are not. Notice the other greyed-out commands that cannot be used when a list is in table format. This is not to say that a table format is less desirable—it is usually favorable, but experience will help you to know when to use a table and when not to. Often you can create and perform mathematical calculations on a table and then use the *Convert to Range* command so that you can use the *Subtotal* command for optimal grouping.



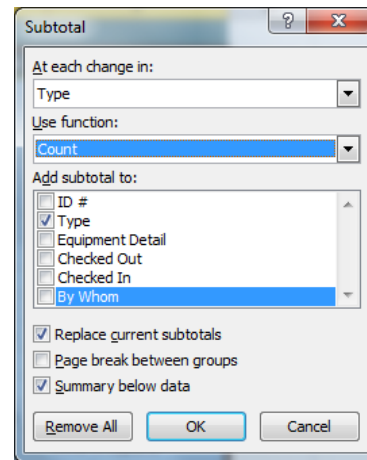
Now let's look at the *Convert to Range* command. Let's say that I want to subtotal each type of product in the table. First, I would *Sort* the table by the Type field A-Z. Then, go to the Table Tools Design toolbar and click the *Convert to Range* command (see the image below).



Next, a dialog box will pop up (see image below) to check whether or not you really want to do this. Choose Yes so that the *Subtotal* command will then be available on the Data ribbon.



Now go back to the Data tab and click the *Subtotal* command. A dialog box will pop up and you can decide how to show the subtotals. You will Count how many of each Type (laptop, projector, etc) is listed. For a hint, use the example on the right, noting all of the selections that were made in each area of the Subtotal dialog box.



Each drop-down arrow will give you a selection of possibilities.

Below is the resulting subtotaled list. Note that each Type has a count listed for that subsection.

Filtering of ex10_EquipmentLog_lesson13.xlsx - Microsoft Excel						
B2 Type						
1	Equipment Log — Ragnar Technologies Inc.					
2	ID #	Type	Equipment Detail	Checked Out	Checked In	By Whom
3	1011	Laptop	10" Saris Netbook Pro	04-Oct-10		Jay Peralta
4	1012	Laptop	10" Saris Netbook Pro	29-Sep-10		August Zorn
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-10	01-Oct-10	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10	16-Aug-10	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-10	15-Aug-10	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-10	04-Oct-10	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-10		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-10		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-10	26-Sep-10	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-10	27-Aug-10	Jay Peralta
13	<b>Laptop Count</b>		10			
14	2050	Other	EDI SmartBoard L500-1	05-Oct-10	06-Oct-10	Anthony Liddell
15	2051	Other	EDI SmartBoard L500-1	01-Oct-10	05-Oct-10	Sofie Ragnar
16	3000	Other	Saris Lumina Digital Camera	12-May-10	15-May-10	Shannon Nguyen
17	3005	Other	Saris Zoom Z-60 Digital Camera	27-Jul-10	06-Aug-10	Sela Shepard
18	3070	Other	Omega PixL Digital Camcorder	06-Oct-10		Min Seung
19	3800	Other	U-Go Saris DigiCam Printer II	04-Aug-10	05-Aug-10	Hank Sorenson
20	3900	Other	U-Go Saris Label Maker	13-Jun-10	20-Jun-10	Clint Gosse
21	4800	Other	7N Deluxe Camera Travel Bag	27-Jul-10	06-Aug-10	Sela Shepard
22	4900	Other	7N Light Rolling Laptop Case	04-Oct-10		Jay Peralta
23	4905	Other	7N Heavy Rolling Laptop Case	04-Oct-10		Nick Ortiz
24	<b>Other Count</b>		10			
25	6100	Projector	Omega VisX 1.0	28-Sep-10	01-Oct-10	Win Armitage
26	6101	Projector	Omega VisX 1.0	26-Sep-10	27-Sep-10	Michael Earley
27	6102	Projector	Omega VisX 1.0	22-Aug-10	23-Aug-10	Jamila Kyle
28	6200	Projector	Saris Lux T-80	01-Sep-10	04-Sep-10	Jolie Chaturvedi
29	6301	Projector	Saris Lux T-81 Lite	10-Sep-10		Marques Herndon
30	6302	Projector	Saris Lux T-81 Lite	08-Sep-10	15-Sep-10	Dean Sorenson
31	<b>Projector Count</b>		6			

This concludes our quick introduction to subtotaling. We will examine this function in greater detail in the next subunit.