## 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.

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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.

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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).

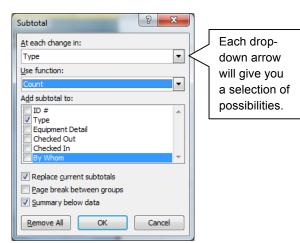
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4 1012	Laptop	10" Saris Netbook Pro	29-Sep-10		August Zorn	
5 1021	Laptop	15" EDI SmartPad L200-3	15-Sep-10	01-Oct-10	Sofie Ragnar	
6 1022	Laptop	15" EDI SmartPad L200-3	14-Aug-10	16-Aug-10	Hank Sorenson	
7 1023 8 1025	Laptop Laptop	15" EDI SmartPad L200-3 15" EDI SmartPad L200-4X	08-Aug-10 26-Sep-10	15-Aug-10 04-Oct-10	Jennifer Weiss Min Seung	
9 1025	Laptop	17" Saris X-10 Laptop	26-Sep-10 04-Oct-10	04-001-10	Nick Ortiz	
10 1032	Laptop	17" Saris X-10 Laptop	19-Sep-10		Stanley Geyer	
10 1032	Laptop	17" Saris X-10 Laptop	24-Sep-10	26-Sep-10	George D'Agost	ta la
12 1033	Laptop	17" Saris X-10 Laptop	25-Aug-10	20-3ep-10 27-Aug-10	Jay Peralta	
13 2050	Other	EDI SmartBoard L500-1	05-Oct-10	06-Oct-10	Anthony Liddell	
14 2051	Other	EDI SmartBoard L500-1	01-Oct-10	05-Oct-10	Sofie Ragnar	
15 3000	Other	Saris Lumina Digital Camera	12-May-10	15-May-10	Shannon Nguye	en e
16 3005	Other	Saris Zoom Z-60 Digital Camera		06-Aug-10	Sela Shepard	
17 3070	Other	Omega PixL Digital Camcorder			Min Seung	
18 3800	Other	U-Go Saris DigiCam Printer II	04-Aug-10	05-Aug-10	Hank Sorenson	
19 3900	Other	U-Go Saris Label Maker	13-Jun-10	20-Jun-10	Clint Gosse	
20 4800	Other	7N Deluxe Camera Travel Bag	27-Jul-10	06-Aug-10	Sela Shepard	
21 4900	Other	7N Light Rolling Laptop Case	04-Oct-10		Jay Peralta	
22 4905	Other	7N Heavy Rolling Laptop Case	04-Oct-10		Nick Ortiz	
23 6100	Projector	Omega VisX 1.0	28-Sep-10	01-Oct-10	Win Armitage	
24 6101	Projector	Omega VisX 1.0	26-Sep-10	27-Sep-10	Michael Earley	
25 <b>6102</b>	Projector	Omega VisX 1.0	22-Aug-10	23-Aug-10	Jamila Kyle	
26 6200	Projector	Saris Lux T-80	01-Sep-10	04-Sep-10	Jolie Chaturved	
27 6301	Projector	Saris Lux T-81 Lite	10-Sep-10		Marques Hernd	lon
28 6302	Projector	Saris Lux T-81 Lite	08-Sep-10	15-Sep-10	Dean Sorenson	
29 5020	TV	32" Paragon 440 Plasma TV	11-Aug-10	13-Aug-10	Marta Lao	
30 5022	TV	32" Paragon 440 Plasma TV	17-Jul-10	17-Jul-10	Carl Langer	
31 5023	TV	50" Paragon 490L LCD TV	01-Oct-10	01-Oct-10	Margaret Lisbor	
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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.



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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.



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

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·	8 1025	Laptop	15" EDI SmartPad L2		26-Sep-10	04-Oct-10	Min Seung					_
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·	16 3000	Other	Saris Lumina Digital	Camera	12-May-10	15-May-10	Shannon Nguyen					
·	17 3005	Other	Saris Zoom Z-60 Digi	tal 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 Ma	ker	13-Jun-10	20-Jun-10	Clint Gosse					
· ·	21 4800	Other	7N Deluxe Camera T	ravel Bag	27-Jul-10	06-Aug-10	Sela Shepard					
· ·	22 4900	Other	7N Light Rolling Lap	top Case	04-Oct-10		Jay Peralta					
· ·	23 4905	Other	7N Heavy Rolling La	ptop Case	04-Oct-10		Nick Ortiz					
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·	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					
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This concludes our quick introduction to subtotaling. We will examine this function in greater detail in the next subunit.

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