

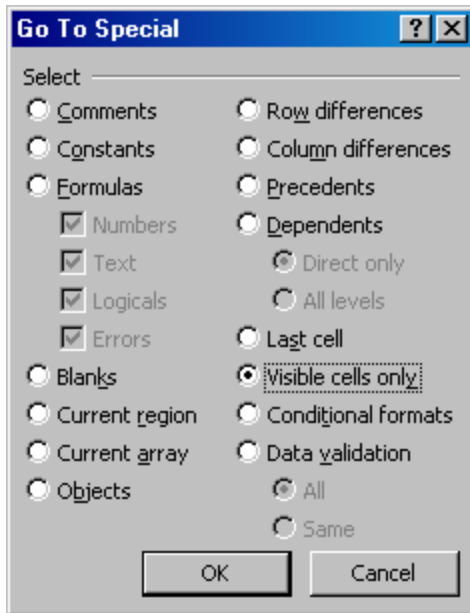
If you use the Data, Subtotal feature to calculate subtotals in a worksheet, you might find this tip helpful to quickly format the rows that contain the subtotals. Once the subtotals are calculated, click the appropriate Outline Level Number Indicator to collapse the worksheet so that only the Subtotals display. (NOTE: In this case, I clicked the “2” indicator.)

1	2	3	A	B	C	D	E	F	G	H
1			Seller	Region	Number of Computers Sold					
2	•		Doe	East	500					
3	•		Beir	East	200					
4	•		Winters	East	500					
5	-			East Total	1200					
6	•		Smith	North	200					
7	•		Goner	North	300					
8	•		Wolf	North	400					
9	•		Wilde	North	200					
10	-			North Total	1100					
11	•		Jones	South	400					
12	•		Fuller	South	500					
13	•		Maxx	South	200					
14	•		Hall	South	400					
15	-			South Total	1500					
16	•		Mann	West	300					
17	•		Walters	West	400					
18	•		Grey	West	300					
19	-			West Total	1000					
20	-			Grand Total	4800					
21										

When the worksheet is properly collapsed, it will look something like this:

1	2	3	A	B	C	D	E	F	G	H
1			Seller	Region	Number of Computers Sold					
5	+			East Total	1200					
10	+			North Total	1100					
15	+			South Total	1500					
19	+			West Total	1000					
20	-			Grand Total	4800					
21										
22										
23										
24										
25										

Click in a cell, Press F5, then click Special. Select Visible Cells only, then click OK.



Apply any desired formatting to the cells, then click the numbered Outline Level Indicator to expand the worksheet, so that all cells are visible (usually #3).

	A	B	C	D	E	F	G	H
1	Seller	Region	Number of Computers Sold					
2	Doe	East	500					
3	Bell	East	200					
4	Winters	East	500					
5		East Total	1200					
6	Smith	North	200					
7	Goner	North	300					
8	Wolf	North	400					
9	Wilde	North	200					
10		North Total	1100					
11	Jones	South	400					
12	Fuller	South	500					
13	Maxx	South	200					
14	Hall	South	400					
15		South Total	1500					
16	Mann	West	300					
17	Walters	West	400					
18	Grey	West	300					
19		West Total	1000					
20		Grand Total	4800					