1st - Sort by SSID - add a level and then 2nd - sort by Enrol Start Date

## Subtotaling

Subtotal Function in Excel is a wonderful formula that can be used to return a subtotal in a list. For example, the FTE detail report potentially has multiple lines for a single SSID. We can use subtotaling to view all relevant rows of data, and the total FTE generated for a single SSID.

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# **Applying Subtotals**

To apply subtotals, chose "Subtotals" on the data tab of the ribbon. Next, fill in the prompts on the wizard. For each change in SSID, I want to SUM the Original FTE and Adjusted FTE. Choose OK.

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### This will take a moment...

#### Be patient as Excel performs its magic. Now you can see each SSID's total Original and Adjusted FTE.

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#### **Remove Subtotals**

To remove subtotals, follow the same steps you would to apply subtotals. Data tab > Subtotals, then the wizard appears. In the dialogue box, select "Remove All" to remove subtotals.

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