**Tips of the Month – Excel!!**

**Subtotals** – This allows you to take data in excel, sort it on a certain field, subtotal it on a field, then make your subtotal rows stand out. In this example, I took a list of expenses from the Business Office and sorted by Account Code. Then I highlighted all data (including headings) and clicked “Subtotal.” I chose to subtotal at each change in Acct and to Sum Amount.

To make your subtotal rows standout, click level 2 to show only subtotals, highlight your data, click Find & Select, Go To Special, Visible Cells Only. Then click your desired highlight – Yellow, Bold, etc.

The Paintbrush
Copy the formatting from one cell to another with the Paintbrush. Double click the paintbrush to copy the formatting to more than one cell.

Show Formulas - Display your excel formulas to double check their accuracy.

End result is a report that is much easier to read!