Lecture 15
Excel: SUBTOTAL, Help with Functions, Print Options, Show Formulas

1. Subtotal Function
   a. A powerful function that we'll demonstrate in two different ways.
   b. First, sum the values in each year and display those totals at the bottom of the table.
   c. Next, filter the lighthouse data to only show lighthouses from the state of Washington.
   d. In cell C601, type “Filtered Subtotal”.
   e. In cell E601, click on the AutoSum icon. Because there is a filter turned on, Excel will put the Subtotal function (instead of the Sum function) in the cell.
      i. You may need to edit the cell range? Do you see why???

2. Editing a SUBTOTAL Function to display a different summary function
   a. Find the maximum number of visitors ... =SUBTOTAL(4,E3:E598).
   b. Copy that function across to the other rows.
   c. Find the minimum number of visitors. Easy -- just edit the existing formula.

3. For quick help on a function while you edit it, click the Insert Function icon next to the formula bar.

4. Print Options
   a. Page Layout tab, Page Setup dialog launcher
      i. Page tab controls orientation and scaling (scaling has the Fit To option).
      ii. Header/Footer tab allows preselected and custom options.
      iii. Sheet tab:
         1. allows you to select a specific print area (a range of cells)
         2. Print titles (sort of like a header, but not exactly)
         3. Gridlines
   b. Most importantly ... Use Print Preview!

5. Date and Time Functions
   a. <Ctrl> + <‘> ... Copies what is in the cell directly above
   b. <Ctrl> + <;> ... Puts current date in the cell (won’t be updated)
   c. <Ctrl> + <Shift> + <;> ... Puts current time in the cell (won’t be updated)
   d. Functions like =NOW() and =TODAY() will update the dates and times.

6. Show Formulas on a worksheet – Ctrl + ` (the key above the Tab key on most keyboards)
7. Hide/Unhide Columns or Rows
   a. Select carefully and Right-Click in the Row Number/Column Label area
   b. To unhide, select the rows/columns surrounding the hidden ones (select at least one on each side) then right-click and choose Unhide.

Next Excel Topic: Charts

- Prior to class, watch the topic enhancement video on charts: http://www.gcflearnfree.org/office2013/excel2013/22
- We will have one lecture covering charts and 2 additional class periods to work one-on-one
- During class time, you’ll work on the HW7 assignment and I’ll be here to work one-on-one
- Bring headphones if you want to watch/listen to videos during class time
- Take-home Quiz 6 can also be completed during class time if you choose