

Total by ORG, then by Full Time/Part Time by creating subtotal lists

1. Open the Excel spreadsheet.
2. Select any cell in the “ORG” column.
3. Go to the Data menu, and select Sort.
4. The Sort dialogue box will appear. Select to sort by “ORG” in ascending order, then by “F/P” in ascending order as shown in Figure 1 below:



Figure 1

5. Click OK.
6. A “Sort Warning” dialogue box will appear as shown in Figure 2 below. Select “Sort anything that looks like a number, as a number.”

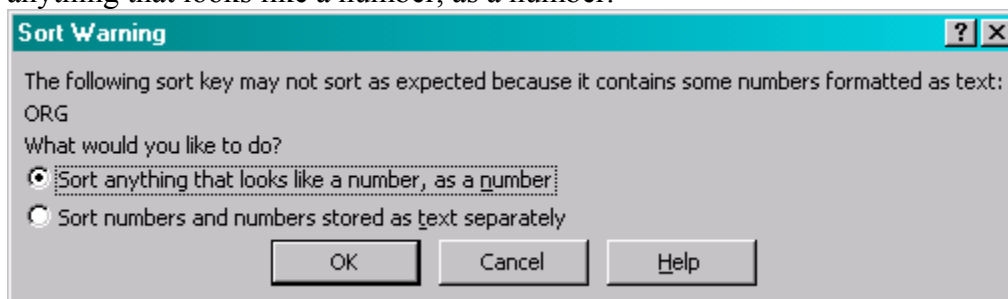


Figure 2

7. Click OK. The sheet will be sorted by “ORG.”
8. Select any cell in the “ORG” column.
9. Go to the Data menu, and select Subtotal.
10. The Subtotal dialogue box will appear. Make the following selections as shown in Figure 3 on the next page:



Figure 3

11. Click OK. Subtotals for each “ORG” will appear in the “ORG” column.
12. Click any cell in the “F/P” column.
13. Go to the Data menu, and select Subtotal.
14. The Subtotal dialogue box will appear again. Make the following selections as shown in Figure 4 below:

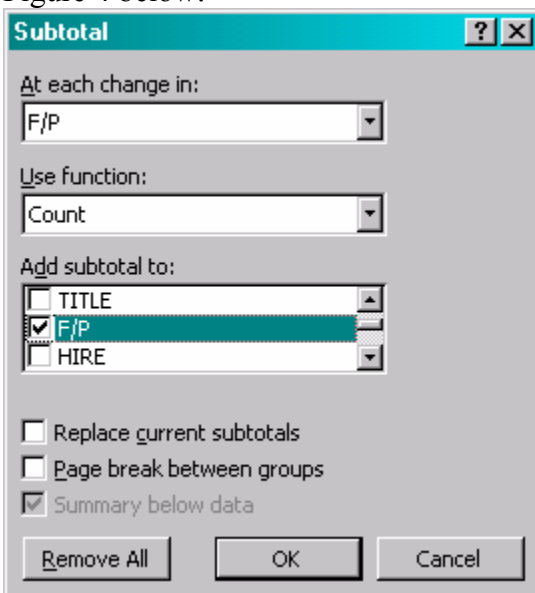


Figure 4

15. Click OK. Subtotals for Full and Part Time will appear in the “F/P” column according to “ORG.”