



**WRONG WAY**

	billings
<b>Web Department</b>	
James	30000
Michael	15000
Michelle	35000
Erica	45000
Web Total	=SUM(B5:B8)

<b>Emarketing Department</b>	
Shannon	15000
Samantha	22000
Rich	8000
Emarketing Total	=SUM(B12:B14)

<b>Training Department</b>	
Mitchell	5000
Jessica	9500
Wendy	16000
Training Total	=SUM(B20:B22)

**Grand Total Billings** =B9+B15+B23

**Technology Therapist:**

Clicking on each cell to create a grand total may cause calculation problems if you add or remove rows. Not to mention that if your list is long it may take time and you are more likely to make an error or miss adding a grouping.

**RIGHT WAY**

	billings
<b>Web Department</b>	
James	30000
Michael	15000
Michelle	35000
Erica	45000
Web Total	=SUBTOTAL(9,G5:G8)

<b>Emarketing Department</b>	
Shannon	15000
Samantha	22000
Rich	8000
Emarketing Total	=SUBTOTAL(9,G12:G14)

<b>Training Department</b>	
Mitchell	5000
Jessica	9500
Wendy	16000
Training Total	=SUBTOTAL(9,G20:G22)

**Grand Total Billings** =SUBTOTAL(9,G5:G23)

**Technology Therapist:**

The subtotal formula works very much like the sum formula. The tricky part of this formula is remembering you need to put a 9 in the function number portion of the formula. The number 9 tells the subtotal function to add. You can use this formula when you need to do other things like count groups, average groups and more. The number in the function part of the equation will be different based on what you want to accomplish.