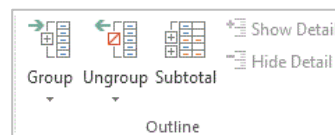**Consolidate**

Combine multiple sheet value into one new sheet

- ➤ Go to last sheet and select first blank cell
- ➤ Data Tab
- ➤ Click Consolidate
- ➤ Click Reference box
- ➤ Go to first sheet select numerical data and click add button
- ➤ Go to step by step all sheet select numerical data and click add
- ➤ Go to last sheet and blank reference box
- ➤ Click Create links to source data check box
- ➤ Ok

Outline Group

Subtotal

Used subtotal to total multiple items together.

- ➤ Click on the item column
- ➤ Data tab
- ➤ Click sort A to Z
- ➤ Click subtotal (Under Outline Group)
- ➤ At each change in (choose item column)
- ➤ Use Function (Choose sum)
- ➤ Add Subtotal to (Click on the check box of the column for sum)
- ➤ Ok

Note: - You can see the values of all the columns have been totaled.

Note: - The group is already applied when you use subtotal.

Group

You can hide or show any data in row or column after using the group.

- ➢ Select the data you want to show and hide
- ➢ Data Tab
- ➢ Group
- ➢ Click Group
- ➢ Click row or column for use group
- ➢ Ok
- ➢ Use plus and negative symbol for hide or show data

Ungroup

Ungroup is used to ungrouping any selected data after applying the group.

- ➢ Select data for ungroup
- ➢ Data tab
- ➢ Ungroup
- ➢ Click Ungroup
- ➢ Ok

Show Details

Show details are used to view information about that data by putting a group on any data.

- ➢ Click on grouped data
- ➢ Data tab
- ➢ Click show Details

Hide Details

Hide details are used to hide information about that data by putting a group on any data.

- ➢ Click on grouped data
- ➢ Data tab
- ➢ Click Hide Details