Remove Automatic Subtotals When Sorting by Column Heading

On the Calculation tab in the Settings box:

1. Click on the **Calculation** tab.

2. **To remove the automatic subtotaling** that happens when sorting by column headings, click on the checkbox beside **Display Intermediate results for Sorted Columns** to deselect this defaulted option.

   *Note:* Remember that simply clicking on a column heading will sort and subtotal on that column heading by default.

3. Click **Apply** to see the changes in the grayed out view of the layout.

4. Click **OK** to display the subtotals added in the layout.

   *Note:* As long as this option is deselected, the subtotals will not automatically apply when clicking on a column heading to sort. This step must be repeated each time you exit and return to a layout.