Customizing the Display (cont.)

Remove Sort / Subtotal Selections

On the Sort Sequence tab in the Settings box:

1. Click on the **Sort Sequence** tab.
2. Click on a box under the **Sorted Columns** section and highlight the column to be removed from the sort sequence of the layout.
3. Click on the **Remove Item** button.
4. Click **Apply** to see the change in the grayed out view of the layout.
5. Click **OK** to remove the sort and review the results with the sorting and subtotaling removed from the layout.
6. Review the layout with sorting and subtotaling removed.