Customizing the Display (cont.)

Change Columns that Calculate Totals in the Layout

On the Calculation tab in the Settings box:

1. Click on the Calculation tab.

2. Review the list of Column Names on the left side of the box that are available to show calculated totals at the bottom of the layout.

3. **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.

4. Use the drop-down in the Calculation column to choose other options for calculating subtotals as needed.

   *Note: Remember that simply clicking on a column heading will sort and subtotal on that column heading. The Calculation function is for providing Total rows for the columns that can provide a total amount for the layout.*

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

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