

Modify your Cross Tabulation using Table Options. Add a Multilevel Drill Down, Delete a stub or banner, or merge answer choices.

## Add Multilevel Drill Down

A multilevel drill down allows you to further subdivide your table so that a banner or stub has sub-banners or sub-stubs. For instance, if you have Gender as a stub, you could use multilevel drill down to subdivide this row into Males over 25, Males under 25, Females over 25, and Females under 25.

### To add a Multilevel Drill Down:

1. Hover your mouse over the banner or stub to which you would like to apply the multilevel drill down.
2. Click the **Actions arrow** next to the banner or stub text.
3. Select to **Add Multilevel Drill Down**.

The screenshot shows a 'Demo Survey Cross Tabulation(1)' window. A table is displayed with columns for 'Qualtrics', 'Total', and 'Total'. The table has two main sections: 'What is your age? (U.S. Census 7 Categories)' and 'What is your status?'. A context menu is open over the 'Add Multilevel Drill Down' option, with other options like 'Delete Banner' and 'Merge...' visible.

	Qualtrics	Total	Total
Under 18 years	4		4
19 to 24 years	3		7
25 to 34 years	4		8
35 to 44 years	4	3	4
45 to 54 years	2	1	3
55 to 64 years	2	9	6
65 years and over	3	1	1
<b>Total</b>	<b>16</b>	<b>19</b>	<b>14</b>
<b>What is your status?</b>			
Employees	8	11	7
Employer	8	8	7
<b>Total</b>	<b>16</b>	<b>19</b>	<b>14</b>

4. Select which question will be used for the drill down.

The screenshot shows a 'New Banner' dialog box. It contains a list of questions: 'Which survey software do you currently use?', 'What is your age? (U.S. Census 7 Categories)', and 'What is your status?'. Below the list, there is an 'Embedded Data' section with a dropdown menu currently set to 'Month'. A 'Cancel' button is visible at the bottom right.

# Qualtrics – Table Options

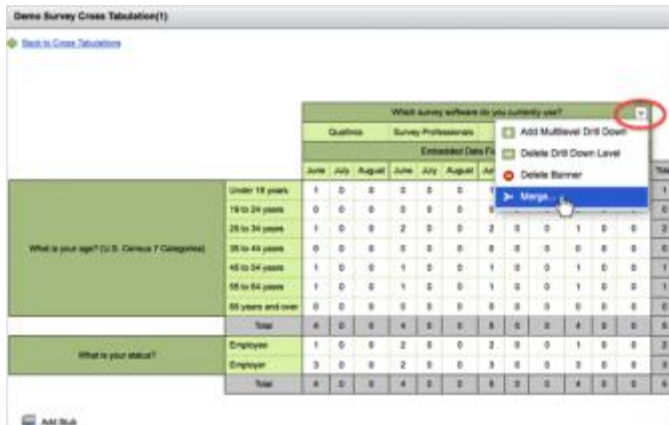
<https://siue.qualtrics.com>

## [Merge Answer Choices](#)

Merge rows or columns to simplify your table.

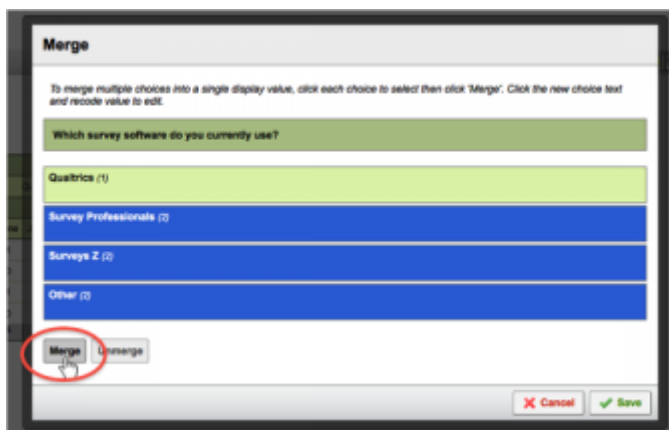
To merge answer choices:

1. Hover your mouse over the banner or stub in which you would like to merge answer choices.
2. Click the **Actions arrow** next to the banner or stub text.
3. Select **Merge**.

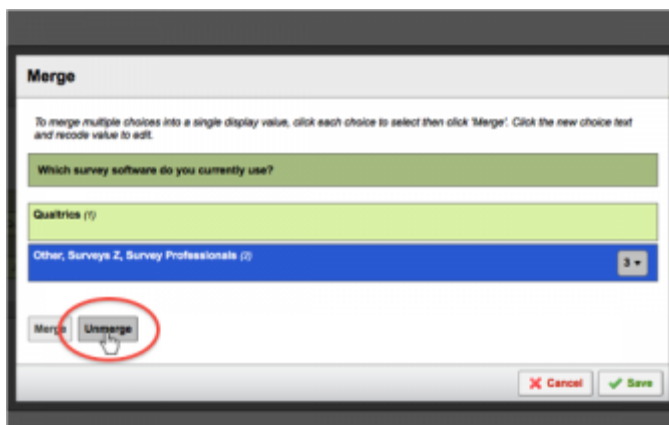


The screenshot shows a cross-tabulation table titled "Demo Survey Cross Tabulation(1)". The table has two main sections: "What is your age?" and "What is your status?". The "What is your age?" section has a banner for "Qualtrics" and "Survey Professionals". A context menu is open over the "Qualtrics" banner, showing options: "Add Multilevel Drill Down", "Delete Drill Down Level", "Delete Banner", and "Merge". The "Merge" option is highlighted by the mouse cursor.

4. Click on each choice that should be merged, and select **Merge**.



5. To unmerge choices, click choices that should be unmerged and select **Unmerge**.



6. If desired, click on the text of merged choices to give the merged group a new label.

