



Group Pivot Table Items G+ Follow 9.7k

[Group Products](#) | [Group Dates](#)

This example teaches you how to group pivot table items. Learn how to group products and how to group dates by months.

Below you can find a pivot table. Go back to [Pivot Tables](#) to learn how to create this pivot table.

	A	B	C	D
1	Country	(All)		
2				
3	Sum of Amount			
4	Product	Total		
5	Apple	191257		
6	Banana	340295		
7	Beans	57281		
8	Broccoli	142439		
9	Carrots	136945		
10	Mango	57079		
11	Orange	104438		
12	Grand Total	1029734		
13				
14				

Chapter

[Pivot Tables](#)

Learn more, it's easy

[Group Pivot Table Items](#)[Multi-level Pivot Table](#)[Frequency Distribution](#)[Pivot Chart](#)[Slicers](#)[Update Pivot Table](#)[Calculated Field/Item](#)

Download Excel File

[group-pivot-table-items.xls](#)

Follow Excel Easy

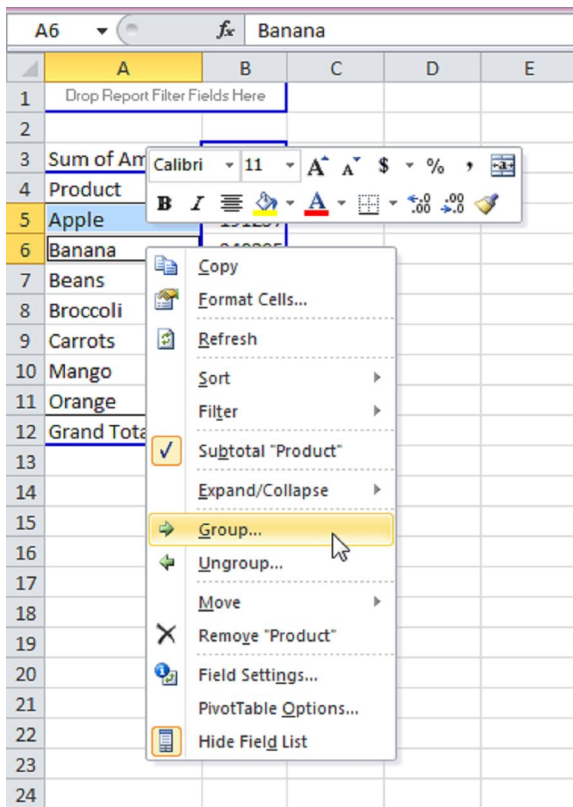


Group Products

The Product field contains 7 items. Apple, Banana, Beans, Broccoli, Carrots, Mango and Orange.

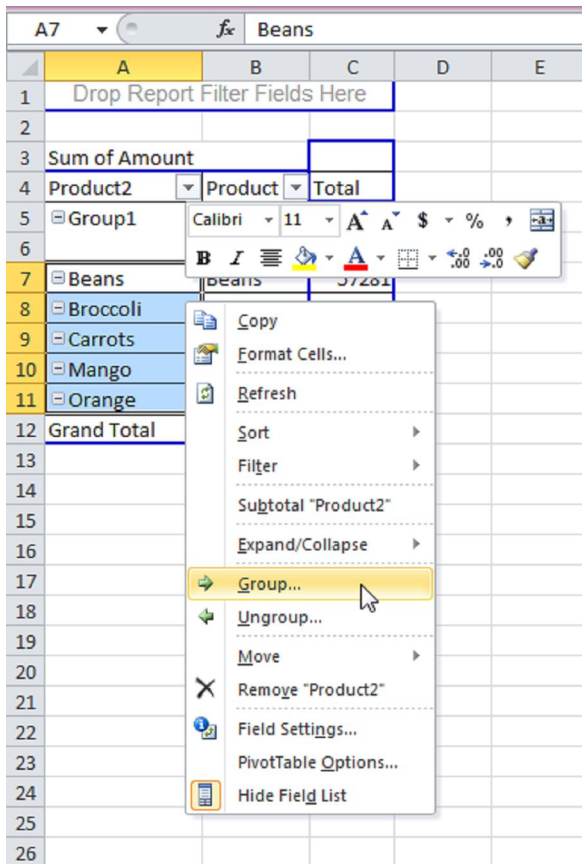
To create two groups, execute the following steps.

1. In the pivot table, select Apple and Banana.
2. Right click and click on Group.



3. In the pivot table, select Beans, Broccoli, Carrots, Mango and Orange.

4. Right click and click on Group.



Result:

A7		Group2			
	A	B	C	D	E
1	Drop Report Filter Fields Here				
2					
3	Sum of Amount				
4	Product2	Product	Total		
5	Group1	Apple	191257		
6		Banana	340295		
7	Group2	Beans	57281		
8		Broccoli	142439		
9		Carrots	136945		
10		Mango	57079		
11		Orange	104438		
12	Grand Total		1029734		
13					
14					

Note: to change the name of a group (Group1 or Group2), select the name, and edit the name in the formula bar.
To change the name of the newly created field (Product2), double click it. To ungroup, select the group, right click and click on Ungroup.

5. To collapse the groups, click the minus signs.

A6		Group2			
	A	B	C	D	E
1	Drop Report Filter Fields Here				
2					
3	Sum of Amount				
4	Product2	Product	Total		
5	Group1	531552			
6	Group2	498182			
7	Grand Total		1029734		
8					
9					

Conclusion: Apple and Banana (Group1) have a higher total than all the other products (Group2) together.

Group Dates

The Date field contains many items. 1/6/2012, 1/7/2012, 1/8/2012, 1/10/2012, 1/11/2012, etc.

To group these dates by months, execute the following steps.

1. Click any cell inside the Date column.
2. Right click and click on Group.

	A	B	C	D	E
1	Drop Report Filter Fields Here				
2					
3	Sum of Amount				
4	Date	Total			
5	1/6/2012	4270			
6	1/7/2012	8239			
7	1/8/2012	617			
8	1/10/2012	11010			
9	1/11/2012				
10	1/16/2012				
11	1/18/2012				
12	1/20/2012				
13	1/22/2012				
14	1/24/2012				
15	1/27/2012				
16	1/28/2012				
17	1/30/2012				
18	2/2/2012				
19	2/4/2012				
20	2/11/2012				
21	2/14/2012				
22	2/17/2012				
23	2/18/2012				
24	2/20/2012				
25	2/21/2012				
26	2/22/2012				
27	2/23/2012				
28	2/29/2012				
29	3/1/2012				
30	3/4/2012	5718			
31	3/5/2012	16771			
32	3/15/2012	16820			
33	3/16/2012	5341			
34	3/19/2012	9535			
35	3/21/2012	6045			
36	3/22/2012	5820			
37	3/23/2012	8887			

3. Select Months and click OK.

Grouping

Auto

Starting at: 1/6/2012

Ending at: 12/31/2012

By

Seconds

Minutes

Hours

Days

Months

Quarters

Years

Number of days: 1

OK Cancel

Note: also see the option to group by seconds, minutes, hours, etc.

Result:

	A	B	C	D
1	Drop Report Filter Fields Here			
2				
3	Sum of Amount			
4	Date	Total		
5	Jan	89663		
6	Feb	62762		
7	Mar	104566		
8	Apr	49474		
9	May	203339		
10	Jun	51600		
11	Jul	80735		
12	Aug	68994		
13	Sep	102433		
14	Oct	52615		
15	Nov	73740		
16	Dec	89813		
17	Grand Total	1029734		
18				
19				

Conclusion: May is the best month.

Do you like this free website? Please follow us on Google+



Learn more about pivot tables, use the side menu >>

Go to Top: [Group Pivot Table Items](#) | Go to Next Chapter: [Tables](#)