

Group Pivot Table Items in Excel

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

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

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

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◆ 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.

A	B	C	D	E
1 Country	(All)			
2	Calibri 11 A A \$ % ,			
3 Row Labels	B I = A			
4 Apple				
5 Banana				
6 Beans				
7 Broccoli				
8 Carrots				
9 Mango				
10 Orange				
11 Grand Total				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

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

4. Right click and click on Group.

A	B	C	D	E
1 Country	(All)			
2				
3 Row Labels	Sum of Amount			
4 Group1	531552			
5 Beans	57281			
6 Broccoli	Calibri 11 A A \$ % ,			
7 Carrots	B I = A			
8 Mango				
9 Orange				
10 Grand Total	57079			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

23		+ Show Details
24		Field Settings...
25		PivotTable Options...
26		Hide Field List
27		
28		

Result:

	A	B	C
1	Country	(All)	
2			
3	Row Labels	Sum of Amount	
4	Group1	531552	
5	Apple	191257	
6	Banana	340295	
7	Group2	498182	
8	Beans	57281	
9	Broccoli	142439	
10	Carrots	136945	
11	Mango	57079	
12	Orange	104438	
13	Grand Total	1029734	
14			

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

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

	A	B	C
1	Country	(All)	
2			
3	Row Labels	Sum of Amount	
4	Group1	531552	
5	Group2	498182	
6	Grand Total	1029734	
7			

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

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◆ Group Dates

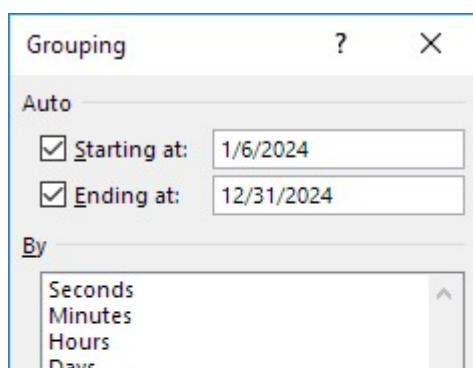
To create the pivot table below, instead of the Product field, add the Date field to the Rows area. The Date field contains many items. 6-Jan, 7-Jan, 8-Jan, 10-Jan, 11-Jan, etc.

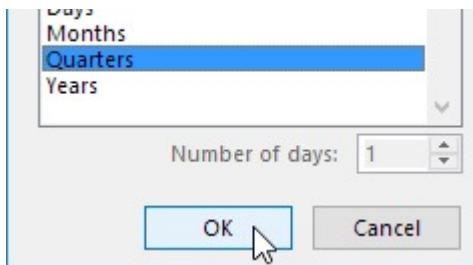
To group these dates by quarters, execute the following steps.

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

A	B	C	D	E
1 Country	(All)			
2				
3 Row Labels	Sum of Amount			
4 6-Jan	4270			
5 7-Jan				
6 8-Jan				
7 10-Jan				
8 11-Jan				
9 16-Jan				
10 18-Jan				
11 20-Jan				
12 22-Jan				
13 24-Jan				
14 27-Jan				
15 28-Jan				
16 30-Jan				
17 2-Feb				
18 4-Feb				
19 11-Feb				
20 14-Feb				
21 17-Feb				
22 18-Feb				
23 20-Feb				
24 21-Feb				
25 22-Feb				
26 23-Feb				

3. Select Quarters and click OK.





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

Result:

Conclusion: Quarter 2 is the best quarter.

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