

# 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			

## Discover more

Excel >

Data analysis >

Data Analysis >

## ◆ 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					
3	Row Labels				
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				
7	Carrots				
8	Mango	57079			
9	Orange				
10	Grand Total				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

23		+≡ Show Details			
24		⚙ Field Settings...			
25		PivotTable Options...			
26					
27		📊 Hide Field List			
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.

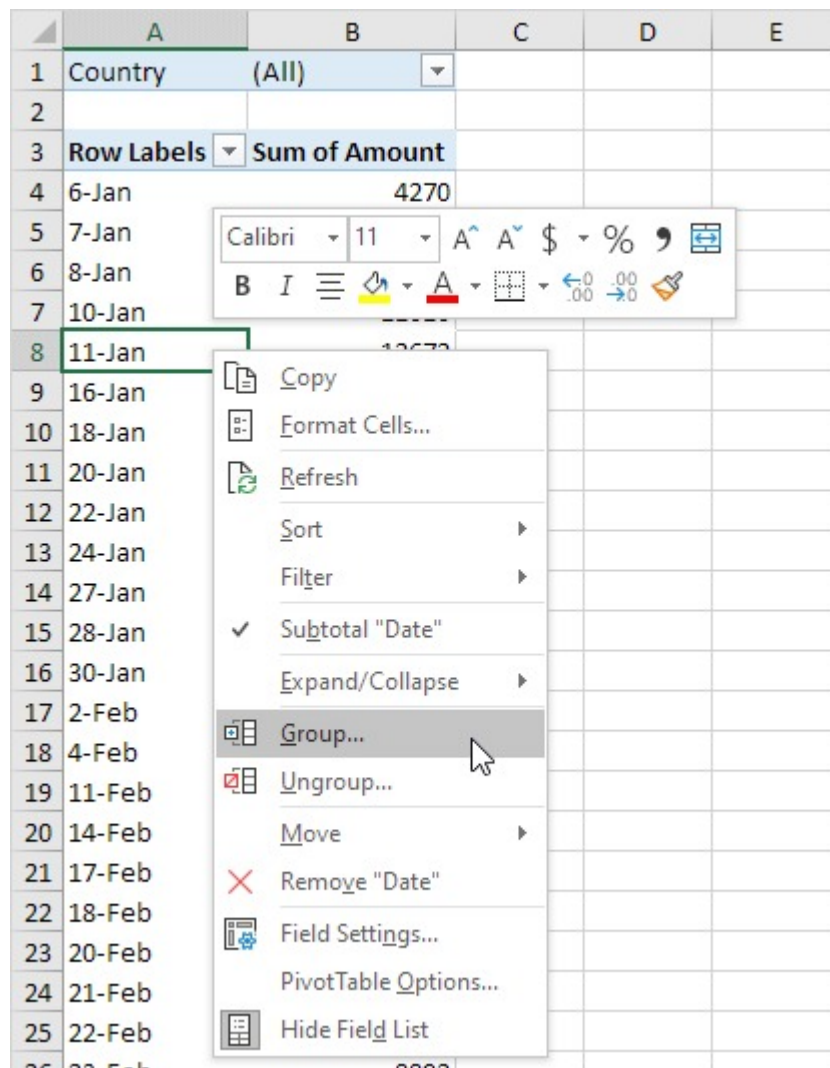
Discover more	
Microsoft Excel	>
Excel software licenses	>

## ◆ Group Dates

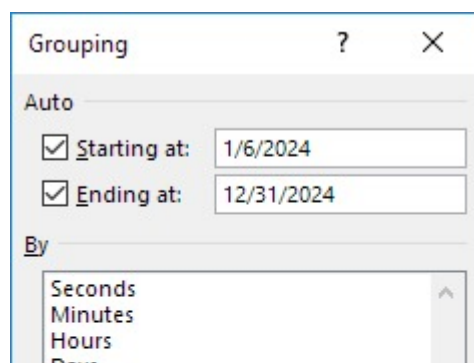
To create the pivot table below, instead of the Product field, add the Date field to the Rows area. The Date field contains many items. 6-Jan, 7-Jan, 8-Jan, 10-Jan, 11-Jan, etc.

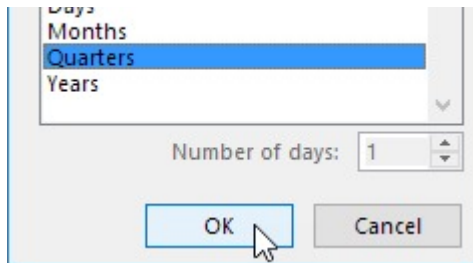
To group these dates by quarters, execute the following steps.

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



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.

---

Go

## 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](#)

---

- [GetPivotData](#)

---

## ↓ Download Excel File

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

---

## Next Chapter

- [Tables](#)

---

## Follow Excel Easy



## Become an Excel Pro

- [1. Introduction](#)

---

- [2. Basics](#)

---

- [3. Functions](#)

---

- [4. Data Analysis](#)

---

- [5. VBA](#)

---

