**Lesson 5 Demo 2**

**Perform Grouping in PivotTable**



**Steps to be followed:**

**Step 1: Open the Excel file**

* 1. Open the file named **Pivot Table.xlsx** and worksheet **Data**

**Step 2: Creating a pivot table**

2.1 Click on **PivotTable** under the Insert tab

Graphical user interface, application

Description automatically generated

2.2 In the **Create PivotTable** dialog, select the input range and choose a **New Worksheet** for the pivot table

Graphical user interface, text, application

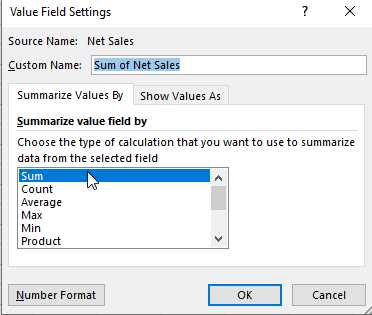
Description automatically generated

2.3 Click on the Pivot table in the new sheet to get the Fields list. Choose Pivot fields as shown below. The Rows should be **Years** and **Dates**. The Value should be **Count of Net Sales**

Graphical user interface, application

Description automatically generated

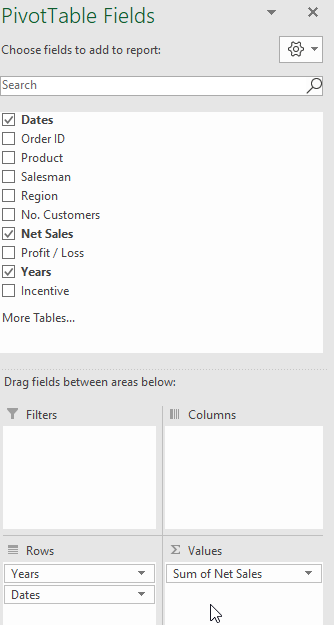
2.4 Click on **Value Field Settings** in Net Sales



2.5 Choose **Sum** and click **OK**

Graphical user interface, text, application

Description automatically generated



2.6 The output of the new pivot sheet looks like the following

