In Excel, grouping text items, grouping numbers, and creating calculated fields or calculated items can be accomplished using PivotTables. Here's a detailed guide on how to perform these actions:

keyboard\_arrow\_down

Group Text Items

1. **Insert a PivotTable:**
   * Select your data range.
   * Go to the "Insert" tab on the Ribbon.
   * Click "PivotTable" and choose where you want the PivotTable to be placed.
2. **Drag Fields to the PivotTable:**
   * Drag a text field (e.g., "Product Name") to the Rows area.
3. **Group Text Items:**
   * In the PivotTable, select the text items you want to group (hold Ctrl to select multiple items).
   * Right-click and choose "Group".
   * A new group will be created with the selected items.

Group Numbers

1. **Insert a PivotTable:**
   * Select your data range.
   * Go to the "Insert" tab on the Ribbon.
   * Click "PivotTable" and choose where you want the PivotTable to be placed.
2. **Drag Fields to the PivotTable:**
   * Drag a numeric field (e.g., "Sales Amount") to the Values area and another field (e.g., "Date") to the Rows area.
3. **Group Numbers:**
   * In the PivotTable, right-click on a number in the Rows area.
   * Select "Group".
   * In the Grouping dialog box, specify the starting and ending numbers, and the interval you want to group by (e.g., every 1000 units).

Calculated Fields

1. **Insert a PivotTable:**
   * Select your data range.
   * Go to the "Insert" tab on the Ribbon.
   * Click "PivotTable" and choose where you want the PivotTable to be placed.
2. **Create a Calculated Field:**
   * Click anywhere in the PivotTable.
   * Go to the "PivotTable Analyze" (or "Options") tab on the Ribbon.
   * Click "Fields, Items, & Sets" and select "Calculated Field".
3. **Define the Calculated Field:**
   * In the Insert Calculated Field dialog box, enter a name for the calculated field.
   * In the Formula box, enter your calculation (e.g., = Sales \* 1.1).
   * Click "Add" and then "OK".

Calculated Items

1. **Insert a PivotTable:**
   * Select your data range.
   * Go to the "Insert" tab on the Ribbon.
   * Click "PivotTable" and choose where you want the PivotTable to be placed.
2. **Create a Calculated Item:**
   * Click on a field in the Rows or Columns area where you want to create the calculated item.
   * Go to the "PivotTable Analyze" (or "Options") tab on the Ribbon.
   * Click "Fields, Items, & Sets" and select "Calculated Item".
3. **Define the Calculated Item:**
   * In the Insert Calculated Item dialog box, enter a name for the calculated item.
   * In the Formula box, enter your calculation using existing items (e.g., = North + South).
   * Click "Add" and then "OK".

Example

Original Dataset:

| Month | Region | Sales |  
|-------|--------|-------|  
| Jan   | North  | 1000  |  
| Jan   | South  | 1500  |  
| Feb   | North  | 1100  |  
| Feb   | South  | 1400  |  
| Mar   | North  | 1200  |  
| Mar   | South  | 1600  |

Steps:

1. **Insert a PivotTable:**
   * Select the data range.
   * Go to "Insert" > "PivotTable".
   * Place it in a new worksheet.
2. **Drag Fields:**
   * Rows: Month
   * Columns: Region
   * Values: Sales
3. **Group Text Items (e.g., Jan, Feb, Mar as Q1):**
   * Select Jan, Feb, and Mar in the PivotTable.
   * Right-click and choose "Group".
4. **Group Numbers (e.g., Sales by range):**
   * If needed, right-click the Sales values in the PivotTable.
   * Choose "Group" and specify the range.
5. **Create a Calculated Field (e.g., Sales with 10% increase):**
   * Click anywhere in the PivotTable.
   * Go to "PivotTable Analyze" > "Fields, Items, & Sets" > "Calculated Field".
   * Name it "Sales Increase".
   * Formula: = Sales \* 1.1.
6. **Create a Calculated Item (e.g., Combined Region):**
   * Select the Region field in the PivotTable.
   * Go to "PivotTable Analyze" > "Fields, Items, & Sets" > "Calculated Item".
   * Name it "Total Sales".
   * Formula: = North + South.

**Final PivotTable Layout:**

| Month   | North | South | Sales Increase | Total Sales |  
|---------|-------|-------|----------------|-------------|  
| Jan     | 1000  | 1500  | 1100           | 2500        |  
| Feb     | 1100  | 1400  | 1210           | 2500        |  
| Mar     | 1200  | 1600  | 1320           | 2800        |  
| Group: Q1      |       |       |                |             |  
| Subtotal Q1    | 3300  | 4500  | 3630           | 7800        |  
| Grand Total    | 3300  | 4500  | 3630           | 7800        |

Using these steps, you can effectively group text items, group numbers, and create calculated fields or calculated items in Excel PivotTables.