

How to group a pivot table by date.xlsx - Microsoft Excel

PivotTable Tools: Options, Design

File Home Insert Page Layout Formulas Data Review View

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 12, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .00

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

C5 fx 2011

Year

Month

Sales	Years	Date												
	2011		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Product														
Bacon Chocolate			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -
Banana Chocolate			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -
Chilli Chocolate Fire			\$ 370	\$ 848	\$ 310	\$ 216	\$ 138	\$ 180	\$ 658	\$ 764	\$ 330	\$ 332	\$ 366	\$ -
Chocolate Almond			\$ 3,763	\$ 1,066	\$ 378	\$ 314	\$ 67	\$ 38	\$ 94	\$ 24	\$ -	\$ 131	\$ 2,370	\$ -
Chocolate Pistachio			\$ 257	\$ 404	\$ 121	\$ 193	\$ -	\$ -	\$ -	\$ 145	\$ -	\$ 100	\$ 418	\$ -
Dark Chocolate			\$ 2,095	\$ 1,929	\$ 1,510	\$ 921	\$ 1,583	\$ 781	\$ 969	\$ 1,600	\$ 1,523	\$ 3,600	\$ 2,395	\$ -
Extra Dark Chocolate			\$ 2,885	\$ 2,736	\$ 1,461	\$ 749	\$ 234	\$ 287	\$ 257	\$ 186	\$ 707	\$ -	\$ 680	\$ -
Milk Chocolate			\$ 3,054	\$ 2,852	\$ 1,503	\$ 1,514	\$ 587	\$ 337	\$ 743	\$ 842	\$ 3,305	\$ 1,944	\$ 2,800	\$ -
Orange Chocolate			\$ -	\$ -	\$ -	\$ 183	\$ 1,064	\$ 2,519	\$ 1,082	\$ 33	\$ -	\$ -	\$ -	\$ -
Peanut Butter Chocolate			\$ 60	\$ 26	\$ -	\$ 25	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
White Chocolate			\$ 1,533	\$ 572	\$ 525	\$ 568	\$ -	\$ 63	\$ 170	\$ 734	\$ 95	\$ -	\$ 103	\$ -
Grand Total			\$ 14,017	\$ 10,433	\$ 5,808	\$ 4,682	\$ 3,672	\$ 4,386	\$ 4,397	\$ 4,328	\$ 5,959	\$ 6,107	\$ 9,132	\$ -

PivotTable Field List

Choose fields to add to report:

- Date
- Customer
- City
- State
- Region
- Product
- Category
- Quantity
- Total Sales
- Years

Drag fields between areas below:

Report Filter: (Empty)

Column Labels: Years, Date

Row Labels: Product

Values: Sales

