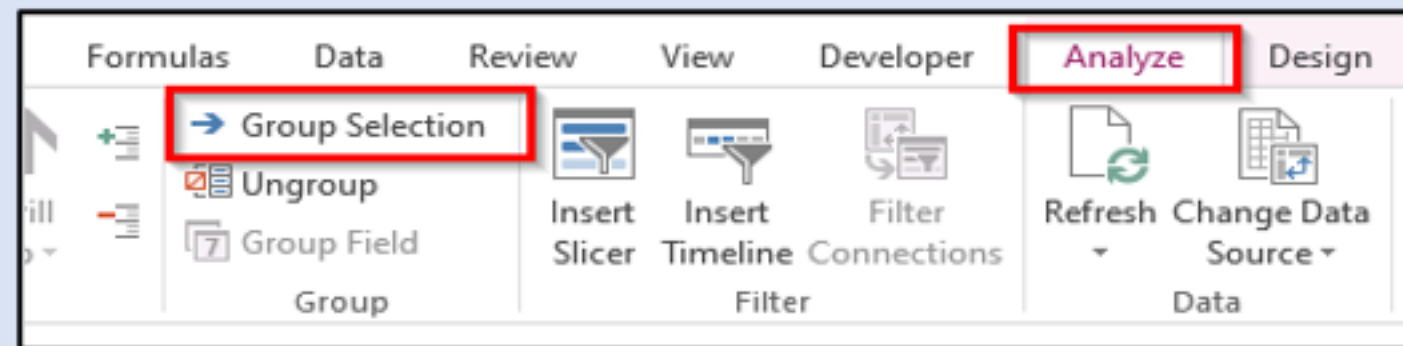


PIVOT TABLE – GROUP DATES BY YEARS, MONTHS, DAYS ETC.

When you create a new pivot table in Excel containing dates, excel by default groups the dates in months. However, excel has provided with the functionality to convert or regroup the dates according to your requirement into years, months, weeks, days, hours, and minutes in Excel.

WHERE IS THIS FEATURE?

Click on any of the dates in the Pivot Table > **Analyze** tab > **Group** group > **Group Selection** option. See below:



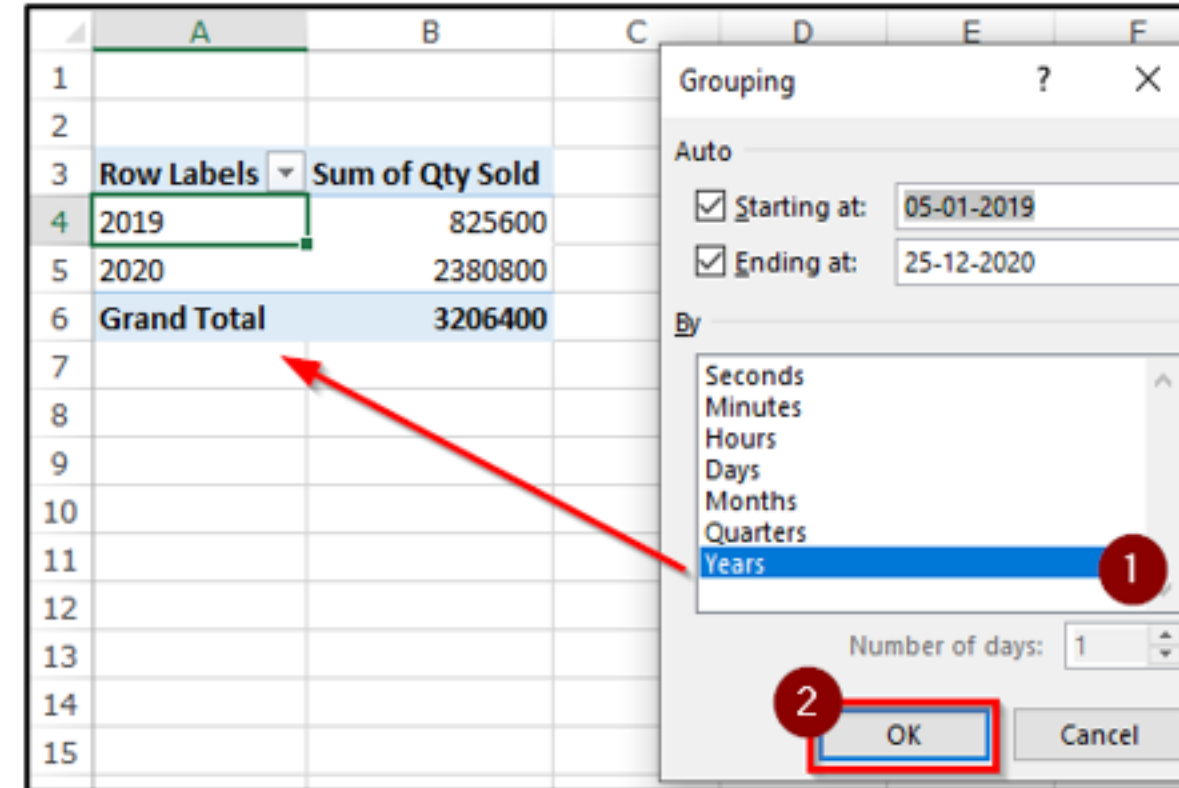
A new dialog box would appear – ‘Grouping’

There are two main sections:

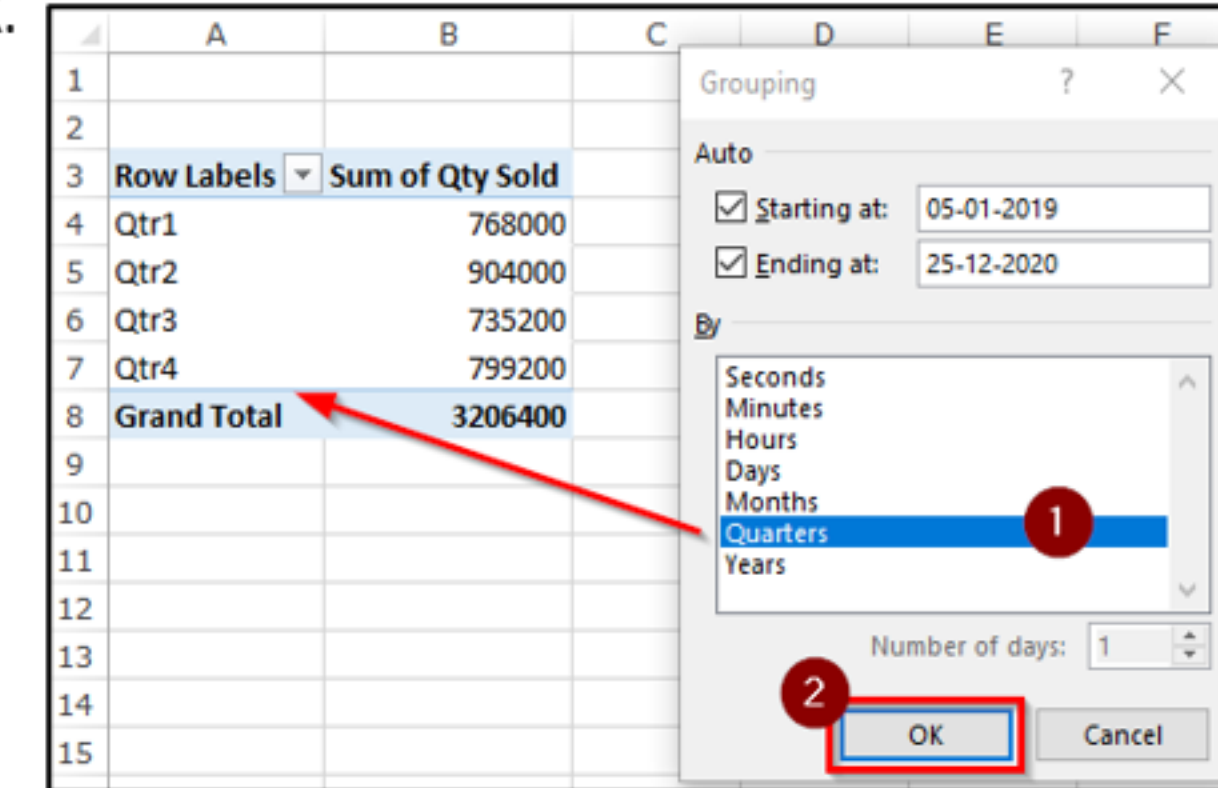
- **Starting At and Ending At** - Excel automatically detects & enters start and end date from the source data. You can change it according to your need. Excel would perform the grouping on the dates that fall between the start and the end date.
- **By** - This is the section where you do the grouping date activity.

HOW TO GROUP BY YEARS, MONTHS, QUARTERS, DAYS ETC.

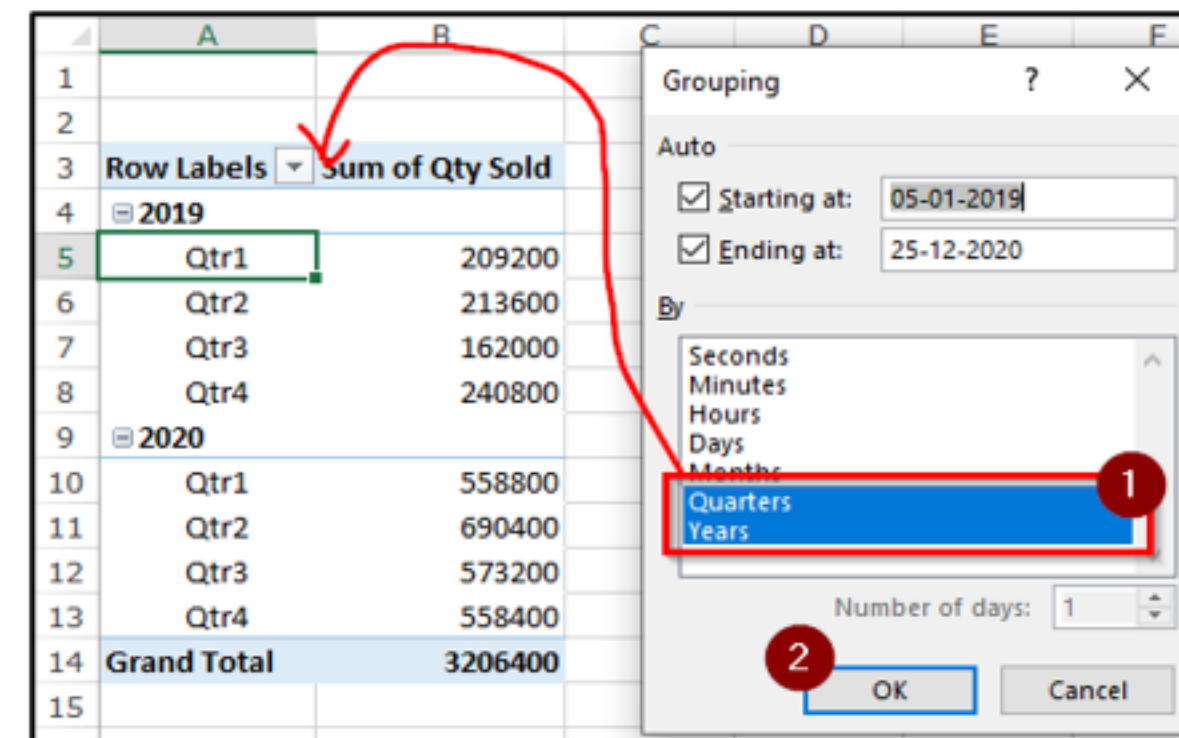
To **Group Dates By Years**, select the option – ‘Years’ and click **OK**.



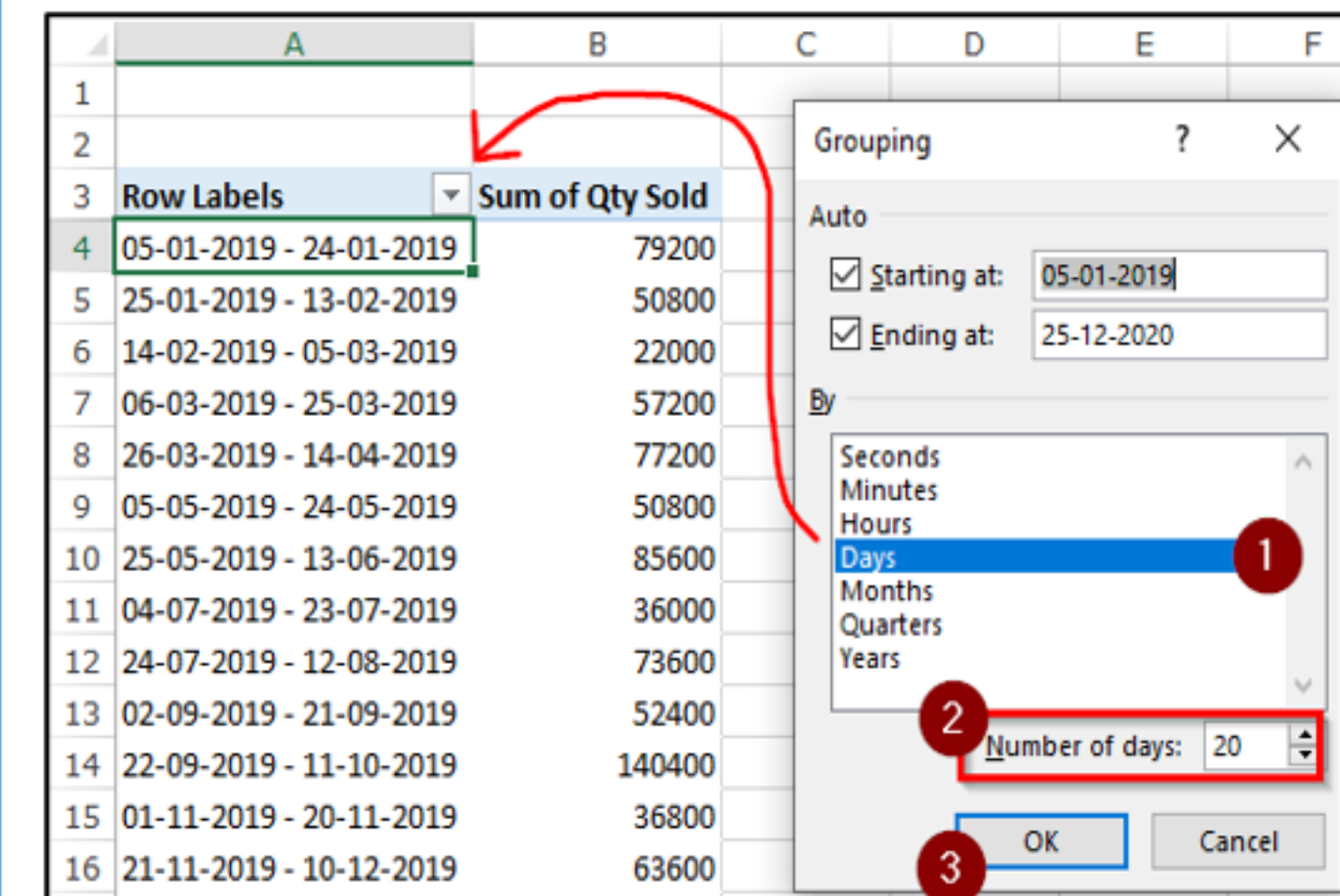
To **Group Dates By Quarters**, select option – ‘Quarters’ and click **OK**.



To **Group Dates By Years and Quarters**, select both the options – ‘Years’ as well as ‘Quarter’ and click **OK**.

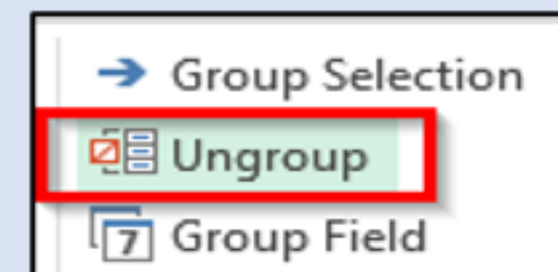


To **Group Dates By Days**, select option – ‘Days’, enter the number of days / interval in ‘Number of Days’ section and click **OK**.



UNGROUP IN PIVOT TABLE

To ungroup pivot table, Click on any of the dates in the Pivot Table > **Analyze** tab > **Group** group > **Ungroup** option.



As a result, excel creates a pivot table grouped by days interval of 20 days (see image above)