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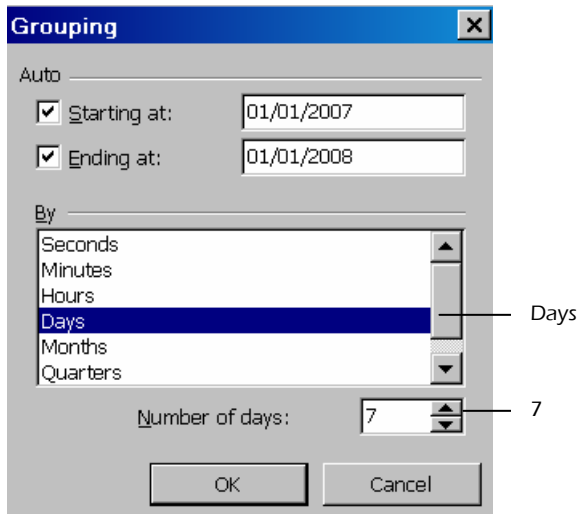
## Tip Category: PivotTables

**Question:** When using a **PivotTable**, can you **group** your **dates** into **Weeks**?

**Answer:** Yes, using the **Grouping** tool.

### Microsoft Excel 2003 process:

1. **Right** click on the **Date** field in the **PivotTable**
2. Select **Group and Show Detail**
3. Select **Group**
4. Under **By**, select **Days**
5. Next to **Number of Days**, select **7**
6. Select **OK**



### Result

	A	B	C	D
1				
2				
3	<b>ProductSales Weeks</b>			
4	<b>Branch</b>	01/01/2007 - 07/01/2007	08/01/2007 - 14/01/2007	15/01/2007 - 21/01/2007
5	East Coast	4965	346	11319
6	North Coast	2913	3409	3027
7	South Coast	4709	828	2494
8	West Coast	3351	2096	2459
9	<b>Grand Total</b>	<b>15938</b>	<b>6679</b>	<b>19299</b>

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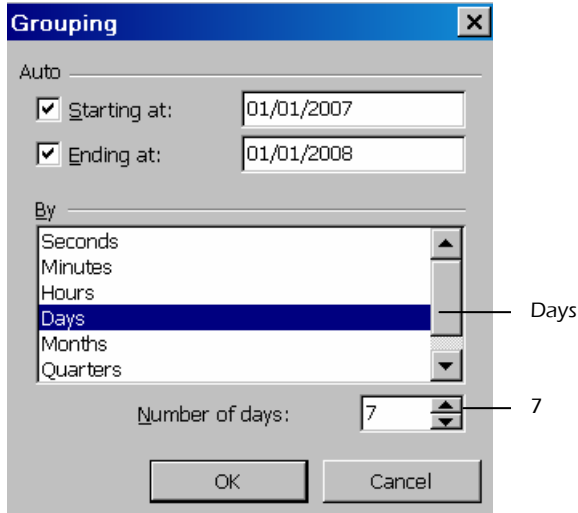


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## Microsoft Excel 2007 process:

1. Select the **Date** field in the **PivotTable**
2. From the **Options** tab, in the **Group** group, select the **Group Selection** button
3. Under **By**, select **Days**
4. Next to **Number of Days**, select **7**
5. Select **OK**



## Result

	A	B	C	D
1				
2				
3	<b>Sum of ProductSales</b>	<b>Weeks</b>		
4	<b>Row Labels</b>	01/01/2007 - 07/01/2007	08/01/2007 - 14/01/2007	15/01/2007 - 21/01/2007
5	North Coast	2913	3409	3027
6	South Coast	4709	828	2494
7	East Coast	4965	346	11319
8	West Coast	3351	2096	2459
9	<b>Grand Total</b>	<b>15938</b>	<b>6679</b>	<b>19299</b>

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