

**Question:** I use pivot tables and would like to reorganise all of my date fields into months. How can I do this?

**Answer:** By using the Group option in the pivot table

**Process (Excel 2003 and 2007):**

Pivot tables are very powerful, allowing you to group the information in a table by any of the columns in the table.

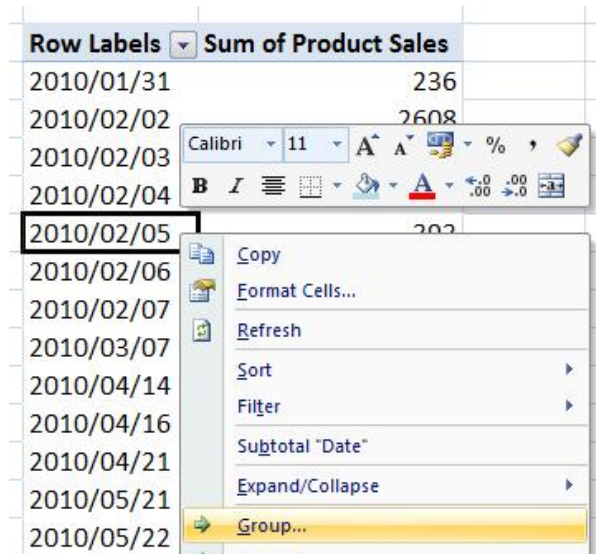
Branch	SalesPer	CategoryName	ProductSales	Quantity	UnitPrice	ProductSales
East Coast	Condere, M	Dairy Products	29854	21	1421	30111
East Coast	Ficks, M	Beverages	22000	50	440	9900
East Coast	Heuser, L	Breads/Cereals	17236	25	690	17236
East Coast	Heuser, K	Condiments	16636	45	370	16636
East Coast	Lay, T	Meat/Poultry	10001	20	500	10001
East Coast	Johnson, A	Seafood	21124	3	7000	21124
East Coast	Ficks, M	Produce	10300	15	687	10300
East Coast	Lay, T	Seafood	21124	25	845	21124
<b>East Coast Total</b>			<b>161980</b>	<b>61</b>	<b>1721</b>	<b>161980</b>
<b>North Coast</b>						
East Coast	Anderson, P	Dairy Products	32414	15	2161	32414
East Coast	Anderson, P	Beverages	15254	3	5085	15254
East Coast	Anderson, P	Breads/Cereals	18016	21	858	18016
East Coast	Anderson, P	Condiments	19612	7	2802	19612
East Coast	Anderson, L	Meat/Poultry	18213	30	6071	18213
East Coast	Anderson, L	Confections	16203			16203
East Coast	Anderson, L	Produce	18847			18847
East Coast	Anderson, L	Seafood	14000			14000
<b>North Coast Total</b>			<b>166912</b>			<b>166912</b>

However, there can sometimes be an issue with the date field. When a date column lists individual days, the pivot table will group the information by the actual day listed which, while correct, may not be as useful as having the information grouped by month. The graphic below shows the dates listed in column B, and an example of how the pivot table groups those days in column G.

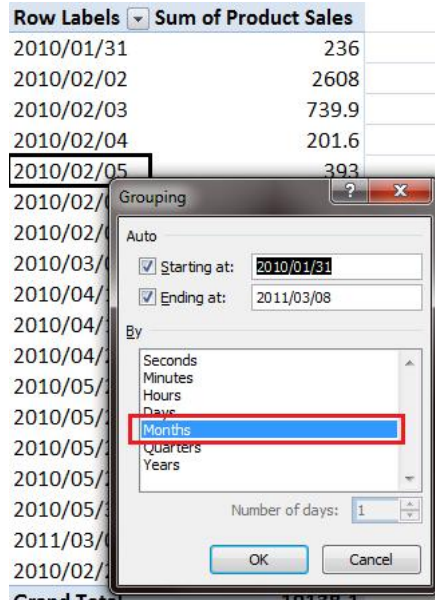
	A	B	C	D	E	F	G	H
1	Product Name	Date	Quantity	Unit Price	Product Sales			
2	Maxellaku	2010/02/02	30	16	480			
3	Gnocchi ci nonna Alice	2010/02/02	70	30	2128		Row Labels	Sum of Product Sales
4	Tunnbröd	2010/02/30	60	7	432		2010/02/30	432
5	Pavlova	2010/02/03	21	14	292		2010/01/31	236
6	Singaporean Hokkien Fried Mee	2010/02/03	40	11	448		2010/02/02	2608
7	Boston Crab Meat	2010/03/07	2	15	29		2010/02/03	789.9
8	Inlagd Sill	2011/03/07	5	15	76		2010/02/04	201.6
9	Chai	2010/03/07	10	14	144		2010/02/03	393
10	Gudbrandsdalsost	2010/03/07	15	29	432		2010/02/06	224
11	Queso Cabrales	2010/03/07	30	17	504		2010/02/07	159.6
12	Chai	2010/04/14	24	14	348		2010/03/07	1109.4
13	Teatime Chocolate Biscuits	2010/04/16	30	7	146		2010/04/14	345.6
14	Original Frankfurter grüne Soße	2010/04/16	35	10	364		2010/04/16	11050
15	Côte de Blaye	2010/04/16	50	211	10540		2010/04/21	29.2
16	Teatime Chocolate Biscuits	2010/04/21	4	7	29		2010/05/21	240
17	Röd Kavlar	2010/05/21	30	12	240		2010/05/22	49.8
18	Gumbär Gummibärchen	2010/05/22	2	25	50		2010/05/23	140
19	Gorgonzola Telino	2010/05/23	14	10	140		2010/05/24	192
20	Pâté chinois	2010/05/24	10	19	190		2010/05/30	912
21	Gnocchi ci nonna Alice	2010/05/30	30	30	912		2011/03/07	76
22	Tourtière	2010/01/31	40	6	236		Grand Total	19138.1
23	Gustaf's Knäckebröd	2010/02/04	12	17	202			
24	Perth Pasties	2010/02/05	15	26	398			

To group this information into months, quarters or even years is a simple process. This example uses the above table, with the Date field in the row area of the pivot table and the product sales in the values field.

1. Right-click on any date in the Row area and select Group...



2. The Grouping dialogue box will be displayed. Select the Months option in the By area and then click OK



The date information will now be grouped into the months listed in each date field.

B	C	D	E	F	G	H
	<b>Quantity</b>	<b>Unit Price</b>	<b>Product Sales</b>			
0/02/02	30	16	480			
0/02/02	70	30	2128		<b>Row Labels</b>	<b>Sum of Product Sales</b>
0/02/28	60	7	432	Jan		236
0/02/03	21	14	292	Feb		4758.1
0/02/03	40	11	448	Mar		1185.4
0/03/07	2	15	29	Apr		11424.8
1/03/07	5	15	76	May		1533.8
0/03/07	10	14	144	<b>Grand Total</b>		<b>19138.1</b>
0/03/07	15	29	432			

If you have any suggestions for an Excel Tips & Tricks topic, or you would like help with a particular function, please email [enablement@alchemex.com](mailto:enablement@alchemex.com) and yours could be the next Tip Of The Week.

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