

**Grouping Data in PivotTable** (Worksheet: NASDAQFiveYearsDailyClose.xlsx)

Grouping Data in PivotTable is a powerful tool to get more in-depth insights of your data. You can classify or group data by Date (seconds, minutes, hours, days, months, quarters, years) or Numeric Values.

Create a PivotTable on NASDAQFiveYearsDailyClose.xlsx worksheet. Drag **Date** to **Row Labels**, and **Close** to Values. After creating PivotTable, place cursor anywhere in **Row Labels**, from **Group** Ribbon click **Group Selection** tab, Grouping dialogue box appears on the screen. By default excel includes **Starting at** and **Ending at** dates, you can change them manually. Here the data were for five years, if you may want to group data only for two years then change the **Starting at** and **Ending at** dates accordingly.

Let's say you want to group data for all the five years then keep these values intact, and move to **By**. Here you need to select the Grouping Criteria. To group your data by Years and Months, click on **Years** and **Months**. It automatically accepts multiple selections.

Now click **OK**. Your grouping is done. To ungroup, simple click **Ungroup** tab.

To remove grouping criteria, once again click on the criteria item.