How to Create PivotTable Date Filters (Workbook: Appleinc.xlsx)

Date Filters enable you to filter date field data. If you have **Date** variable in your source data you can slice data on day, week, month, quarter, year, previous month, yesterday etc. using **Date Filter**. Appleinc.xlsx contains daily traded prices of Apple Inc stock listed in NASDAQ for a period of 10 months (Jan 1, 2015 to Oct 31, 2015). Using **Date Filters** you can look for Apple traded price for a particular day, week, month, quarter.

First create a PivotTable by placing cursor anywhere on the source data, from Menu bar click Insert tab, then click PivotTable (PivotTable dialogue box opens), check whether source data is properly selected, choose New Worksheet for PivotTable report, and click OK. A Skelton PivotTable appears on screen. Now drag Date to Row Labels, and Close to Values. PivotTable is filled with data.

Of the 10 months data, you want to view **May** month daily traded close price. Use the Date Filters options to get this information.

To create Date Filter, click the down arrow on Row Labels (popup menu appears on screen), now click Date Filters, different Date Filters (Equal, Before, After, Between, This week, All Dates in the period etc.) appears on screen, click All Dates in the period (popup menu appears) From that select **May**.

PivotTable displays only **May** month traded close prices.

To get daily traded close prices between specific dates, use Between option of Date Filters. From Date Filters popup options click on Between – Date Filter (Date) dialogue box appears on screen. In the input boxes enter Start Date and End Date and click OK.

PivotTable now displays daily traded close prices between specific dates (between Oct 19, 52015 and Oct 24, 2015)

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