

# How can I filter a pivot table in Excel by a specific date range?

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## RECOMMENDED CITATION

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The process of filtering a pivot table in Excel by a specific date range involves selecting the desired date range and applying it as a filter to the pivot table. This allows for the data within the pivot table to be narrowed down to only include entries within the specified date range. This feature is useful for analyzing data within a specific time frame and can be easily adjusted to fit different date ranges as needed. By filtering the pivot table by a specific date range, users can efficiently analyze and summarize their data to gain insights and make informed decisions.

## **Excel: Filter Pivot Table by Date Range**

**Often you may want to filter the rows in a pivot table in Excel by a specific date range.**

**Fortunately this is easy to do using the Date Filters option in the dropdown menu within the Row Labels column of a pivot table.**

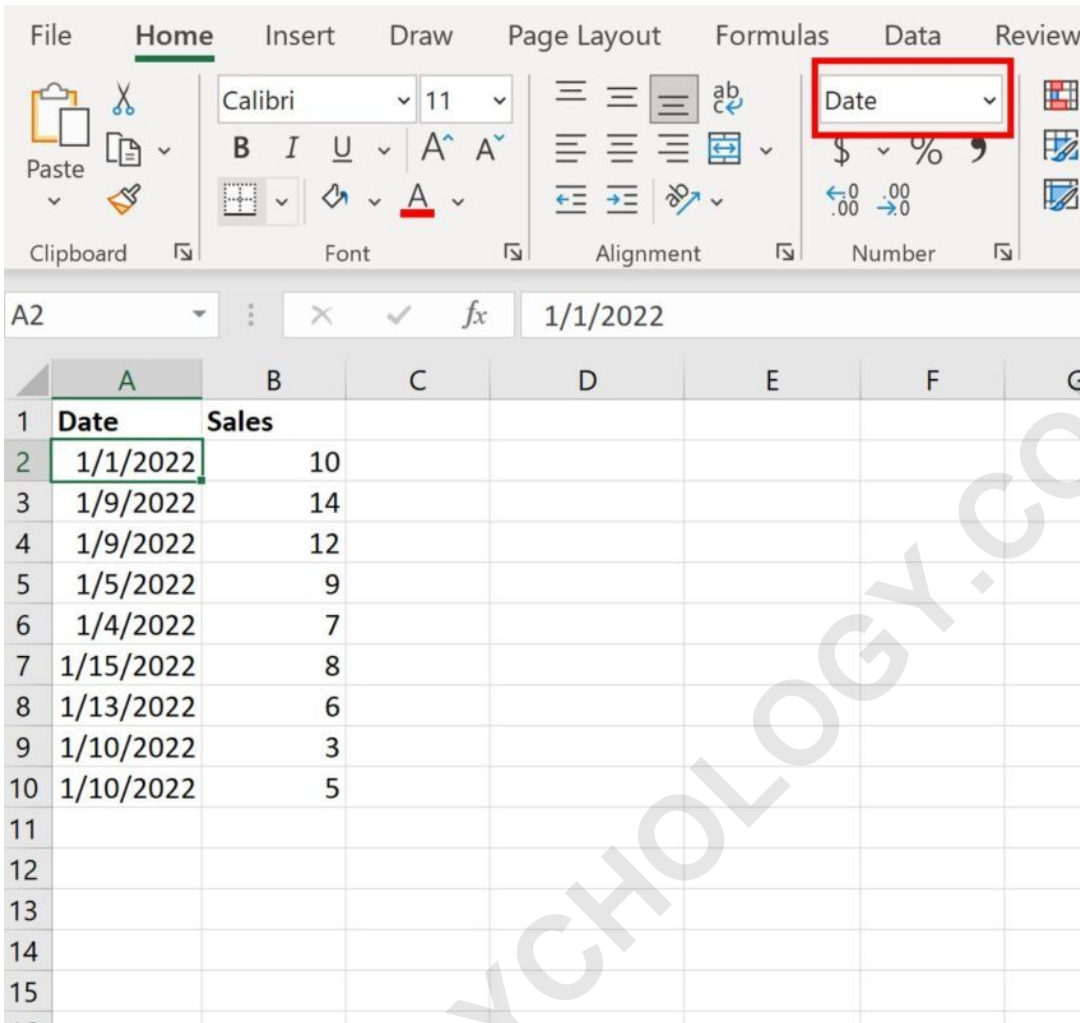
**The following example shows exactly how to do so.**

**Example: Filter Pivot Table by Date Range in Excel**

**Suppose we have the following dataset in Excel that shows the number of sales on various dates:**

	A	B	C	D	E
1	<b>Date</b>	<b>Sales</b>			
2	1/1/2022	10			
3	1/9/2022	14			
4	1/9/2022	12			
5	1/5/2022	9			
6	1/4/2022	7			
7	1/15/2022	8			
8	1/13/2022	6			
9	1/10/2022	3			
10	1/10/2022	5			
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

**Before creating a pivot table for this data, click on one of the cells in the Date column and make sure that Excel recognizes the cell as a Date format:**



The screenshot shows the Microsoft Excel interface with the Home ribbon selected. The PivotTable is located in the range A1:B10. The PivotTable has 'Date' as the filter field. The data is as follows:

	Date	Sales
1	1/1/2022	10
2	1/9/2022	14
3	1/9/2022	12
4	1/5/2022	9
5	1/4/2022	7
6	1/15/2022	8
7	1/13/2022	6
8	1/10/2022	3
9	1/10/2022	5
10		
11		
12		
13		
14		
15		

Next, we can highlight the cell range A1:B10, then click the Insert tab along the top ribbon, then click PivotTable, and insert the following pivot table to summarize the total sales for each date:

	A	B	C	D	E	F
1	<b>Date</b>	<b>Sales</b>		<b>Row Labels</b> ▾	<b>Sum of Sales</b>	
2	1/1/2022	10		1/1/2022	10	
3	1/9/2022	14		1/4/2022	7	
4	1/9/2022	12		1/5/2022	9	
5	1/5/2022	9		1/9/2022	26	
6	1/4/2022	7		1/10/2022	8	
7	1/15/2022	8		1/13/2022	6	
8	1/13/2022	6		1/15/2022	8	
9	1/10/2022	3		<b>Grand Total</b>	<b>74</b>	
10	1/10/2022	5				
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

**Now suppose we would like to filter the pivot table to only show the dates between 1/5/2022 and 1/13/2022.**

**To apply this filter, click the dropdown arrow next to Row Labels, then click Date Filters, then click Between:**

The screenshot shows an Excel PivotTable with the following data:

	A	B	C	D	E	F	G
1	Date	Sales		Row Labels	Clear Filter		
2	1/1				Sort Oldest to Newest		
3	1/9				Sort Newest to Oldest		
4	1/5				More Sort Options...		
5	1/4				Clear Filter From "Date"		
6	1/13				Between...		
7	1/10				Tomorrow		
8	1/10				Today		
9					Yesterday		
10					Next Week		
11					This Week		
12					Last Week		
13					Next Month		
14					This Month		
15					Last Month		

**In the new window that appears, type 1/5/2022 and 1/13/2022 into the boxes for the date range:**

Row Labels	Sum of Sales
1/1/2022	10
1/4/2022	7
1/5/2022	9
1/9/2022	26
1/10/2022	8
1/13/2022	6
1/15/2022	8
<b>Grand Total</b>	<b>74</b>

Date Filter (Date) ? X

Show items for which the date

is between 1/5/2022 and 1/13/2022

Whole Days

OK Cancel

Once you click OK, the rows in the pivot table will automatically be filtered to only show this date range:

