

# How can I group data by month in Excel?

Authored by  
**stats writer**

July 1, 2024

## RECOMMENDED CITATION

stats writer (2024). *How can I group data by month in Excel?*. PSYCHOLOGICAL SCALES.  
Retrieved from <https://scales.arabpsychology.com/?p=163915>

To group data by month in Excel, follow these steps:

1. Select the data that you want to group by month.
  2. Go to the "Data" tab and click on "Group".
  3. In the "Grouping" dialog box, select "Months" under "By" section.
  4. Click "OK" to group the data by month.
  5. The data will now be organized into separate rows for each month in the selected data range.
- This feature is useful for analyzing data over a period of time and gaining insights into monthly trends or patterns. It also makes it easier to create charts and pivot tables based on monthly data.

## **Group Data by Month in Excel (With Example)**

**Often you may want to group data by month in Excel.**

**Fortunately this is easy to do using the Group function within a pivot table.**

**The following step-by-step example shows how to use this function to group data by month in Excel.**

### **Step 1: Create the Data**

**First, let's create a dataset that shows the total sales made by some company on various days:**

	A	B	C	D	E	F
1	<b>Date</b>	<b>Sales</b>				
2	1/12/2022	6				
3	1/14/2022	5				
4	1/15/2022	5				
5	1/25/2022	10				
6	2/3/2022	12				
7	2/5/2022	5				
8	2/10/2022	3				
9	3/1/2022	4				
10	3/14/2022	5				
11	3/22/2022	6				
12	3/24/2022	1				
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

## Step 2: Create a Pivot Table

Next, highlight the cells in the range A1:B12 and then click the Insert tab along the top ribbon and click Pivot table.

In the new window that appears, we'll choose to insert the pivot table into cell D1 of the existing worksheet:

	A	B	C	D	E	F	G	H
1	<b>Date</b>	<b>Sales</b>						
2	1/12/2022	6						
3	1/14/2022	5						
4	1/15/2022	5						
5	1/25/2022	10						
6	2/3/2022	12						
7	2/5/2022	5						
8	2/10/2022	3						
9	3/1/2022	4						
10	3/14/2022	5						
11	3/22/2022	6						
12	3/24/2022	1						
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

PivotTable from table or range

Select a table or range

Table/Range: Sheet1!\$A\$1:\$B\$12

Choose where you want the PivotTable to be placed

New Worksheet

Existing Worksheet

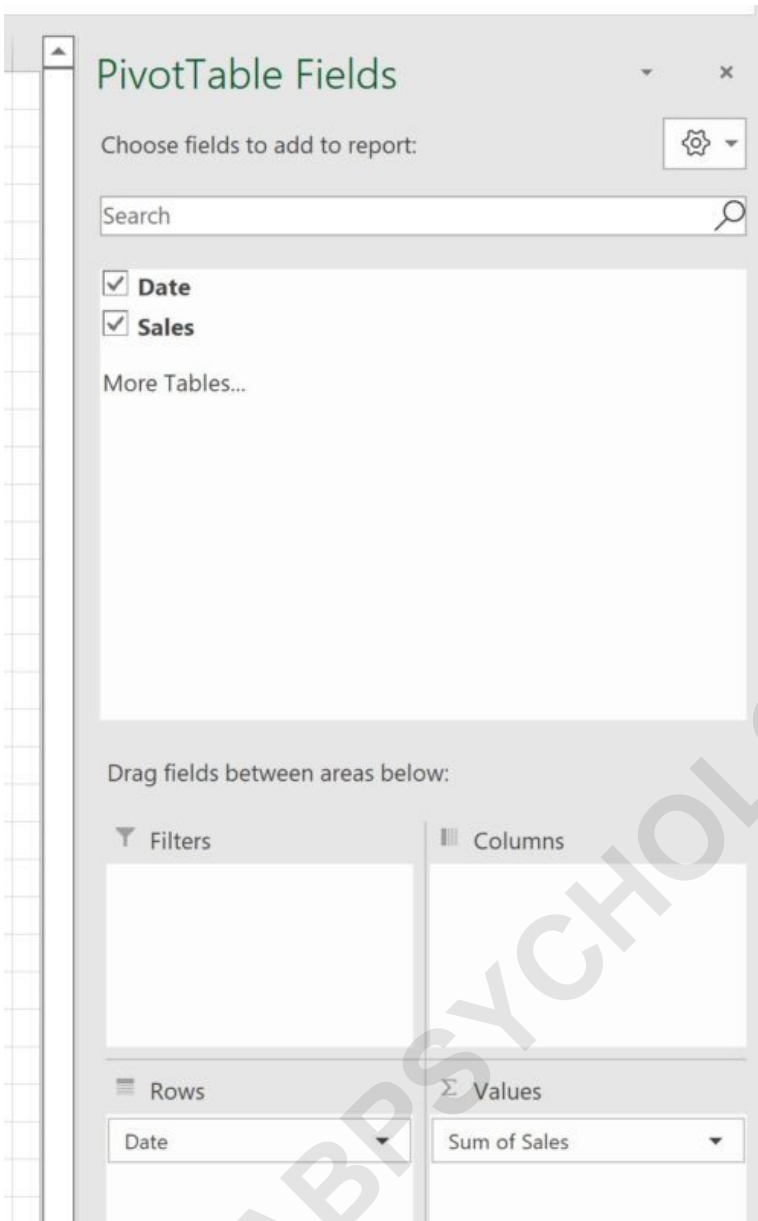
Location: Sheet1!\$D\$1

Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK Cancel

**In the window that appears on the right side of the screen, drag the Date variable to the Rows group and the Sales variable to the Values group:**

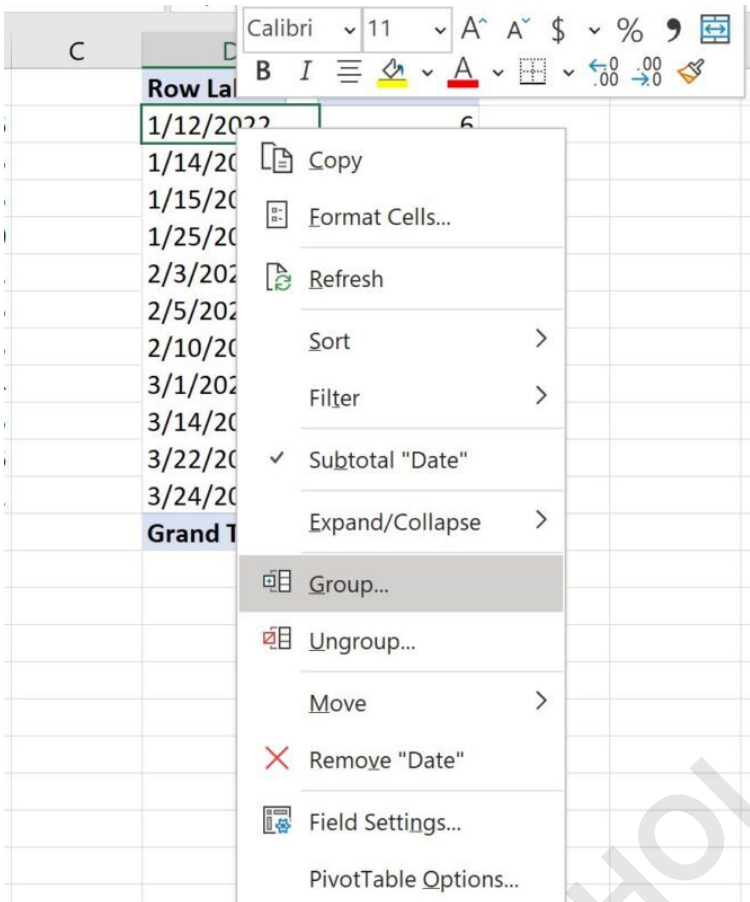


**The following pivot table will appear:**

	A	B	C	D	E	F
1	<b>Date</b>	<b>Sales</b>		<b>Row Labels</b>	<b>Sum of Sales</b>	
2	1/12/2022	6		1/12/2022	6	
3	1/14/2022	5		1/14/2022	5	
4	1/15/2022	5		1/15/2022	5	
5	1/25/2022	10		1/25/2022	10	
6	2/3/2022	12		2/3/2022	12	
7	2/5/2022	5		2/5/2022	5	
8	2/10/2022	3		2/10/2022	3	
9	3/1/2022	4		3/1/2022	4	
10	3/14/2022	5		3/14/2022	5	
11	3/22/2022	6		3/22/2022	6	
12	3/24/2022	1		3/24/2022	1	
13				<b>Grand Total</b>	<b>62</b>	
14						
15						
16						
17						

### Step 3: Group the Data by Month

To group the data by month, right click on any value in the Date column of the pivot table and click Group:



ARABPSYCHOLOGY.COM

The screenshot shows an Excel pivot table with the following data:

Row Labels	Sum of Sales
1/12/2022	6
1/14/2022	5
1/15/2022	5
1/25/2022	10
2/3/2022	12
2/5/2022	5
2/10/2022	3
3/1/2022	4
3/14/2022	5
3/22/2022	6
3/24/2022	1
<b>Grand Total</b>	<b>62</b>

The 'Grouping' dialog box is open, showing the following settings:

- Auto:  Starting at: 1/12/2022,  Ending at: 3/25/2022
- By: Months (selected)
- Number of days: 1

**Once you click OK, the data in the pivot table will automatically be grouped by month:**

	A	B	C	D	E	F
1	<b>Date</b>	<b>Sales</b>		<b>Row Labels</b>	<b>Sum of Sales</b>	
2	1/12/2022	6		Jan	26	
3	1/14/2022	5		Feb	20	
4	1/15/2022	5		Mar	16	
5	1/25/2022	10		<b>Grand Total</b>	<b>62</b>	
6	2/3/2022	12				
7	2/5/2022	5				
8	2/10/2022	3				
9	3/1/2022	4				
10	3/14/2022	5				
11	3/22/2022	6				
12	3/24/2022	1				
13						
14						
15						
16						

The pivot table now shows the sum of the sales grouped by month.

### Additional Resources

The following tutorials explain how to perform other common operations in Excel: