

How can I group data by name in Excel?

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In Excel, grouping data by name allows for easy organization and analysis of information. To group data by name, use the "Group" function under the "Data" tab. First, select the data you wish to group, then click on the "Group" button and choose "By Name" as the grouping criteria. This will create a collapsible outline of data, allowing you to view and manipulate data by individual names. Grouping by name can be particularly useful for organizing large sets of data, such as customer lists or employee information, into more manageable sections for analysis and comparison.

Group by Name in Excel (With Examples)

Often you may want to group the values of some dataset in Excel by name.

For example, suppose we have the following dataset and would like to sum the total sales by name of the employee:

	A	B	C	D	E
1	Employee	Sales			
2	Andy	4			
3	Bob	8			
4	Andy	8			
5	Andy	3			
6	Chad	9			
7	Chad	12			
8	Andy	8			
9	Bob	4			
10	Doug	7			
11	Chad	7			
12	Doug	10			
13					
14					
15					
16					
17					

The following step-by-step example shows how to do so.

Step 1: Enter the Data

First, enter the data values into Excel:

	A	B	C	D	E
1	Employee	Sales			
2	Andy	4			
3	Bob	8			
4	Andy	8			
5	Andy	3			
6	Chad	9			
7	Chad	12			
8	Andy	8			
9	Bob	4			
10	Doug	7			
11	Chad	7			
12	Doug	10			
13					
14					
15					
16					
17					

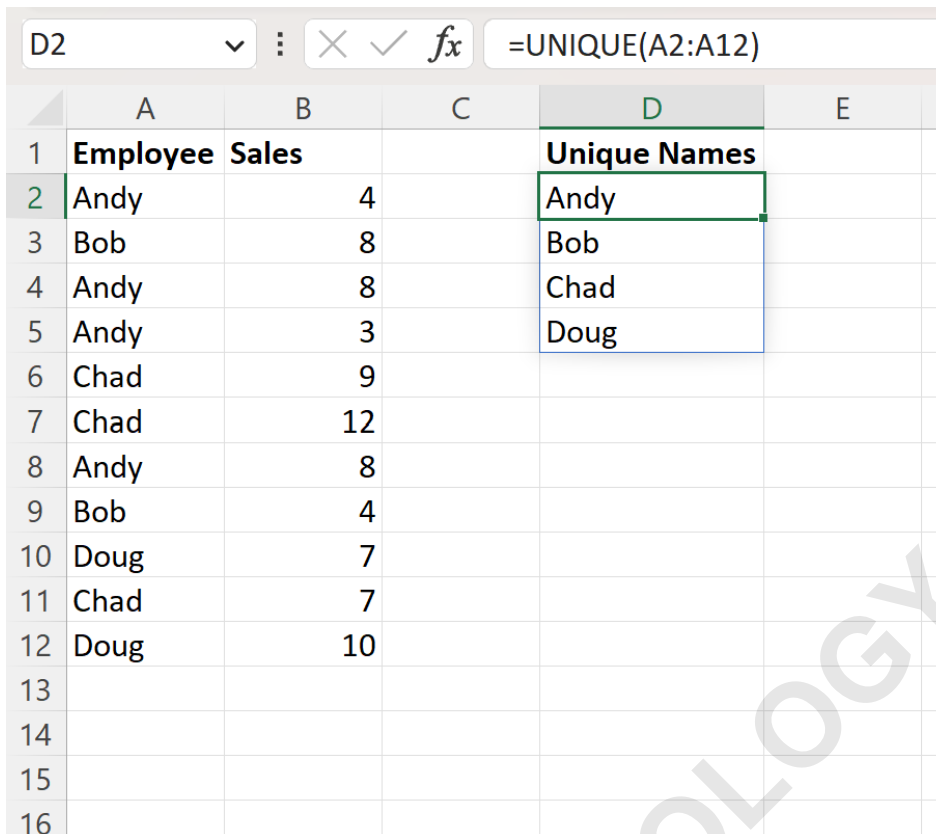
Step 2: Find the Unique Names

Next, we need to use the **=UNIQUE()** function to produce a list of unique names in a certain range.

In our example, we'll type the following formula in cell D2:

```
=UNIQUE(A2:A12)
```

This will produce a list of unique names:



The image shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Employee	Sales		Unique Names	
2	Andy	4		Andy	
3	Bob	8		Bob	
4	Andy	8		Chad	
5	Andy	3		Doug	
6	Chad	9			
7	Chad	12			
8	Andy	8			
9	Bob	4			
10	Doug	7			
11	Chad	7			
12	Doug	10			
13					
14					
15					
16					

The formula bar shows the formula `=UNIQUE(A2:A12)` in cell D2.

Step 3: Calculate the Sum by Name

Next, we will use the **SUMIF(range, criterion, sum_range)** function to find the sum of the sales by each employee.

We will type the following formula into cell E2:

=SUMIF(\$A\$2:\$A\$12, D2, \$B\$2:\$B\$12)

	A	B	C	D	E	F
1	Employee	Sales		Unique Names	Sum of Sales	
2	Andy	4		Andy	23	
3	Bob	8		Bob	12	
4	Andy	8		Chad	28	
5	Andy	3		Doug	17	
6	Chad	9				
7	Chad	12				
8	Andy	8				
9	Bob	4				
10	Doug	7				
11	Chad	7				
12	Doug	10				
13						
14						
15						
16						
17						

From the output we can see:

**The sum of sales made by Andy is 23
The sum of sales made by Bob is 12
The sum of sales made by Chad is 28
The sum of sales made by Doug is 17**

Note that in this example we used the SUMIF function to calculate the sum by name.

However, you could instead use the COUNTIF, AVERAGEIF or some other function to instead calculate the count, average or some other aggregate metric grouped by name.

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

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