

How can I group data by week in Excel?

Authored by
stats writer

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Grouping data by week in Excel allows for a more organized and efficient way of analyzing and summarizing data. This feature allows users to group their data by week, making it easier to track trends, compare weekly data, and create charts and reports. By selecting the desired data and using the group function, Excel automatically creates a new column with the week number, allowing for easy sorting and grouping. This feature is particularly useful for businesses and individuals who need to track data on a weekly basis and want to save time and effort in organizing their data.

Group Data by Week in Excel

Often you may want to group data by week in Excel.

Fortunately this is easy to do using the **WEEKNUM()** function.

The following step-by-step example shows how to use this function to group data by week 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	Date	Sales				
2	1/2/2022	10				
3	1/3/2022	14				
4	1/4/2022	13				
5	1/9/2022	19				
6	1/12/2022	18				
7	1/13/2022	28				
8	1/18/2022	23				
9	1/19/2022	10				
10	1/20/2022	15				
11	1/21/2022	14				
12						
13						
14						
15						
16						
17						
18						
19						
20						

Step 2: Create Week Variable

To extract the week of the year from the Date column, we can use the WEEKNUM() function to return a value between 1 and 53.

We can type in the following formula in cell C2:

=WEEKNUM(A2)

We can then copy and paste this formula down to the remaining cells in column C:

	A	B	C	D	E	F
1	Date	Sales	Week			
2	1/2/2022	10	2			
3	1/3/2022	14	2			
4	1/4/2022	13	2			
5	1/9/2022	19	3			
6	1/12/2022	18	3			
7	1/13/2022	28	3			
8	1/18/2022	23	4			
9	1/19/2022	10	4			
10	1/20/2022	15	4			
11	1/21/2022	14	4			
12						
13						
14						
15						
16						
17						
18						
19						

Step 3: Create a Pivot Table

Lastly, we can create a pivot table to find the sum of sales made each week.

To create a pivot table, highlight the cells in the range B1:C11 and then click the Insert tab along the top ribbon and click PivotTable.

In the new window that appears, we'll place the pivot table in cell E2 of the existing worksheet:

	A	B	C	D	E	F	G	H	I	J
1	Date	Sales	Week							
2	1/2/2022	10	2							
3	1/3/2022	14	2							
4	1/4/2022	13	2							
5	1/9/2022	19	3							
6	1/12/2022	18	3							
7	1/13/2022	28	3							
8	1/18/2022	23	4							
9	1/19/2022	10	4							
10	1/20/2022	15	4							
11	1/21/2022	14	4							
12										
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22										
23										
24										

PivotTable from table or range

Select a table or range

Table/Range: Sheet1!\$B\$1:\$C\$11

Choose where you want the PivotTable to be placed

New Worksheet

Existing Worksheet

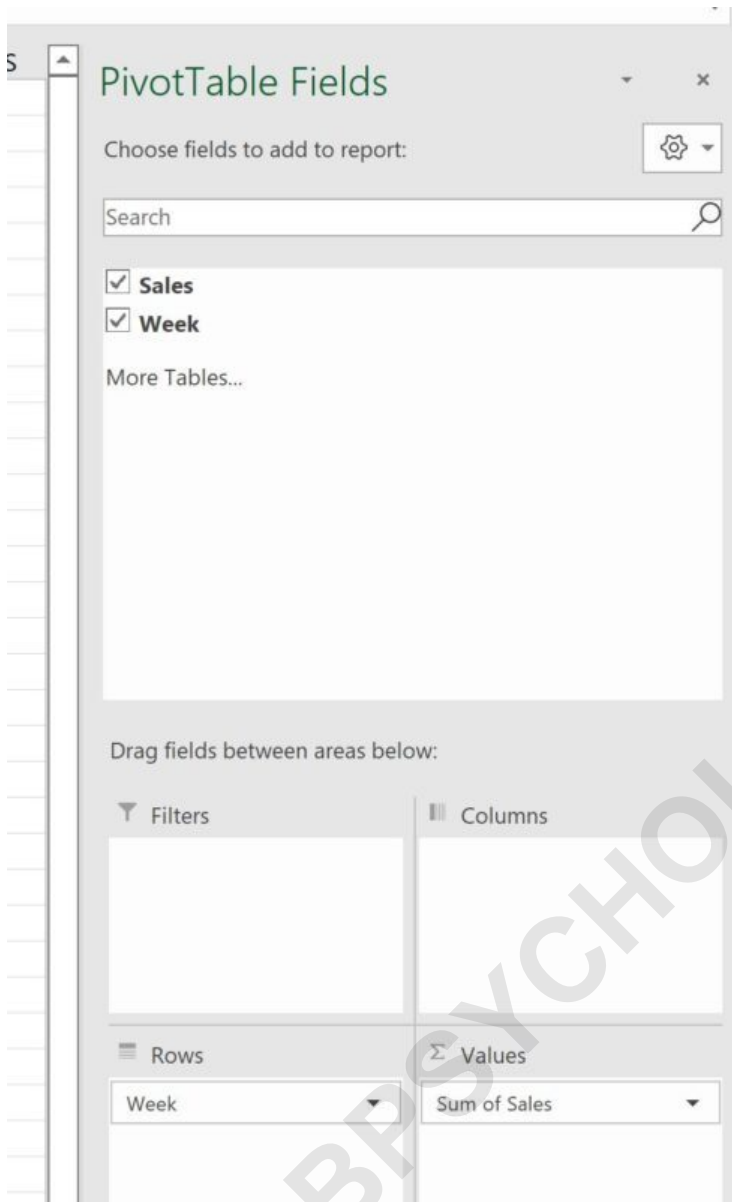
Location: Sheet1!\$E\$2

Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK Cancel

Drag the Week variable to the Rows box and the Sales variable to the Values box:



The values in the pivot table will now be filled in.

	A	B	C	D	E	F	G
1	Date	Sales	Week				
2	1/2/2022	10	2		Row Labels	Sum of Sales	
3	1/3/2022	14	2		2	37	
4	1/4/2022	13	2		3	65	
5	1/9/2022	19	3		4	62	
6	1/12/2022	18	3		Grand Total	164	
7	1/13/2022	28	3				
8	1/18/2022	23	4				
9	1/19/2022	10	4				
10	1/20/2022	15	4				
11	1/21/2022	14	4				
12							
13							
14							
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16							
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18							
19							
20							
21							
22							

From the pivot table we can see:

The total sales made during week 2 were 37. The total sales made during week 3 were 65. The total sales made during week 4 were 62.

We can also see that the grand total of sales made was 164.

Additional Resources

The following tutorials explain how to perform other

common tasks in Excel:

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