

# How can I sort a pivot table in Excel by date?

Authored by  
**stats writer**

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## RECOMMENDED CITATION

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To sort a pivot table by date in Excel, follow these steps:

1. Select any cell within the pivot table.
2. Go to the "PivotTable Tools" tab and click on "Options" in the "Data" section.
3. In the "Sort & Filter" group, click on "Sort."
4. In the "Sort by" dropdown menu, select the column that contains the dates.
5. In the "Order" dropdown menu, select "Oldest to Newest" or "Newest to Oldest" depending on your preference.
6. Click "OK" to apply the sorting to the pivot table.

This will arrange the data in the pivot table based on the dates in the selected column, either in ascending or descending order. This feature is useful for organizing and analyzing data chronologically in a pivot table format.

## Excel: Sort Pivot Table by Date

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

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

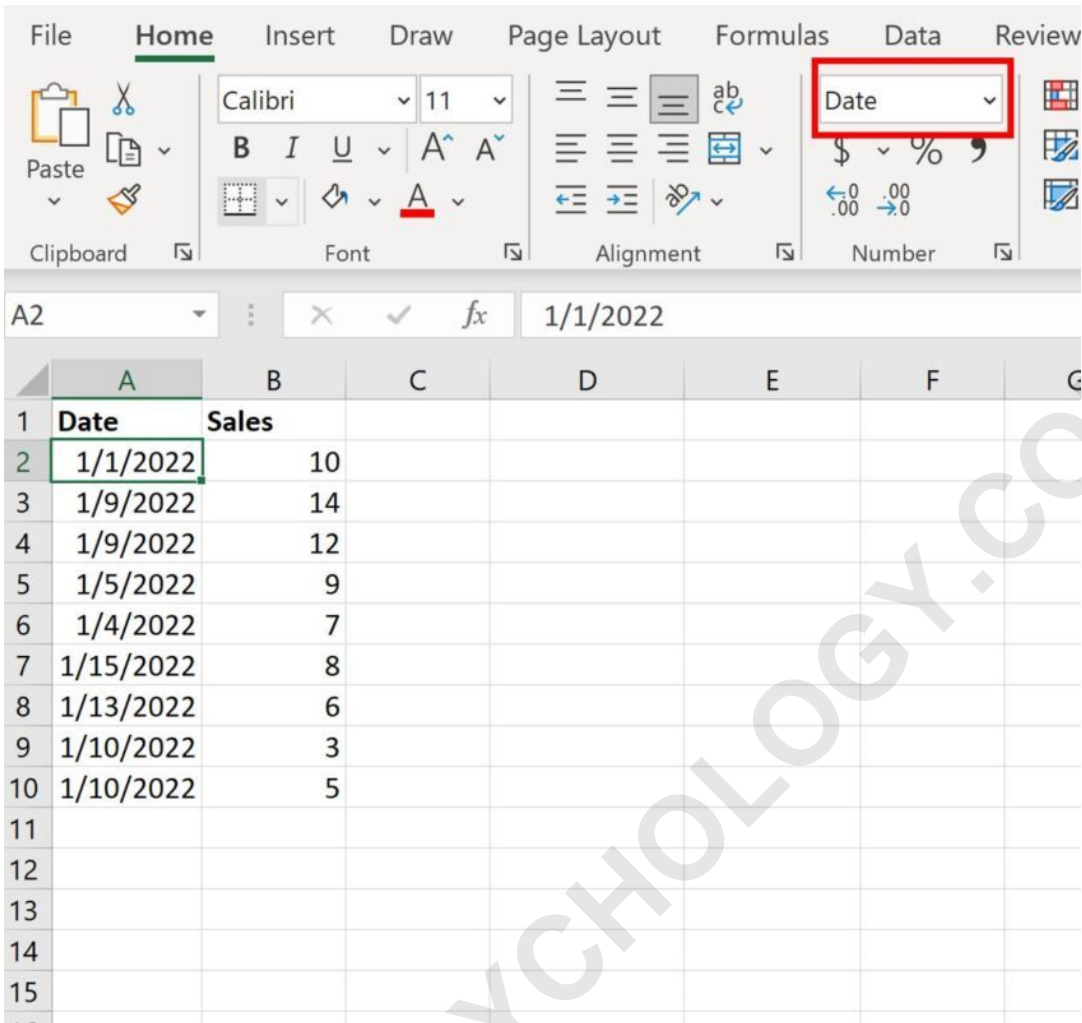
**The following example shows exactly how to do so.**

**Example: Sort Pivot Table by Date 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. The 'Home' ribbon is active, and the 'Number' group is expanded. The 'Date' dropdown menu is highlighted with a red box. The data table below shows the following values:

	A	B	C	D	E	F	G
1	Date	Sales					
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							

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						

Since Excel recognizes the date format, it automatically sorts the pivot table by date from oldest to newest date.

However, if we'd like to sort from newest to oldest then we can click on the dropdown arrow next to Row Labels and click Sort Newest to Oldest:

Date	Sales	Row Labels	Sum of Sales
1/1	10		10
1/9	7		7
1/9	9		9
1/5	26		26
1/4	8		8
1/15	6		6
1/13	8		8
1/10	74		74
1/10			

**The rows in the pivot table will automatically be sorted from newest to oldest:**

	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		1/15/2022	8	
3	1/9/2022	14		1/13/2022	6	
4	1/9/2022	12		1/10/2022	8	
5	1/5/2022	9		1/9/2022	26	
6	1/4/2022	7		1/5/2022	9	
7	1/15/2022	8		1/4/2022	7	
8	1/13/2022	6		1/1/2022	10	
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						

**To sort from oldest date to newest date, simply click the dropdown arrow next to Row Labels again and then click Sort Oldest to Newest.**

**Additional Resources**