

# How to sort a pivot table by date

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## RECOMMENDED CITATION

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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.

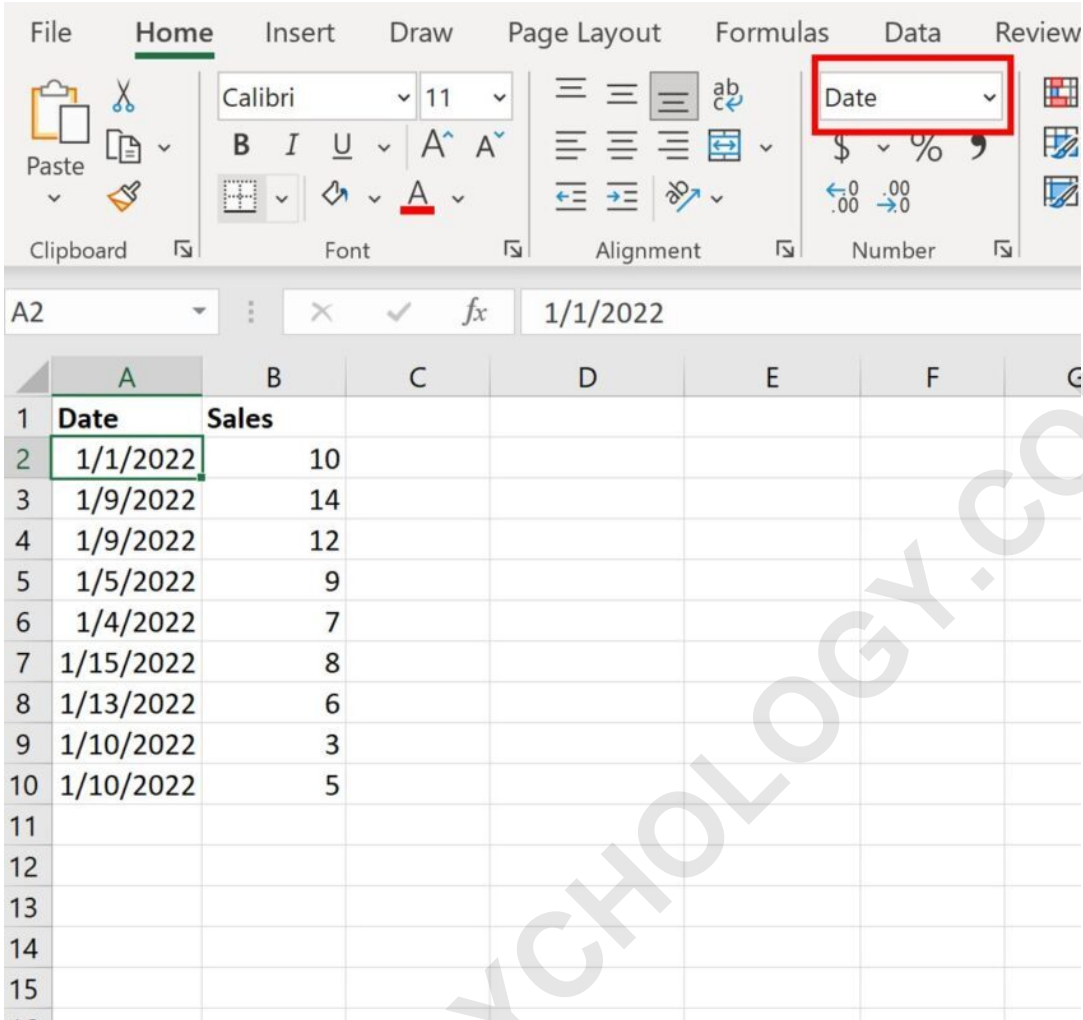
The following example shows exactly how to do so.

## 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 with the 'Home' tab selected. The 'Date' field in the PivotTable is highlighted with a red box. The PivotTable data is as follows:

	A	B	C	D	E	F	G
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							

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**:

A	B	C	D	E	F
Date	Sales		Row Labels	Sum of Sales	
1/1				10	
1/9				7	
1/9				9	
1/5				26	
1/4				8	
1/15				6	
1/13				8	
1/10				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**.