

Job Aid: Excel 2003: Grouping Rows and Columns



Many spreadsheets can get very tough to read when more data gets entered. An easy way to clean up and organize a spreadsheet is to have certain rows or columns grouped together. This allows you to collapse some groups, so you only see others.



Open an existing Excel document with previously entered data.

1. Drag your mouse across the row or column headers (the letters on the top of columns, or the numbers on the left of rows) to select the whole row/column.
2. Click **Data > Group and Outline > Group**.

	A	B	C
1	Name	Year	Income
2	Joe	2005	55685
3	Jim	2005	556
4	Sarah	2005	544
5	Mike	2004	55874
6	Paul	2004	147525
7	Joan	2004	2693
8	Michelle	2003	44557
9	Johnny	2003	225
10	David	2003	94991

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Note: Clicking the minus sign on the left side of the spreadsheet is what collapses the grouped data. This turns the minus sign into a plus sign. Clicking the plus sign un-collapses the data.



Tip: You can have multiple depths of groupings as well. These are controlled by the small 1 and 2 at the top of the grouping border. (As you add more depth, the numbers will increase from just 1 and 2)

5. To remove all groupings on one level, press **Ctrl + A** (which selects all cells), and then click **Data > Group and Outline > Ungroup**. Select whether you want to remove the column or row grouping.



Note: **Remove** will only remove the outermost grouping.