

## 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	<b>Name</b>	<b>Year</b>	<b>Income</b>
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.