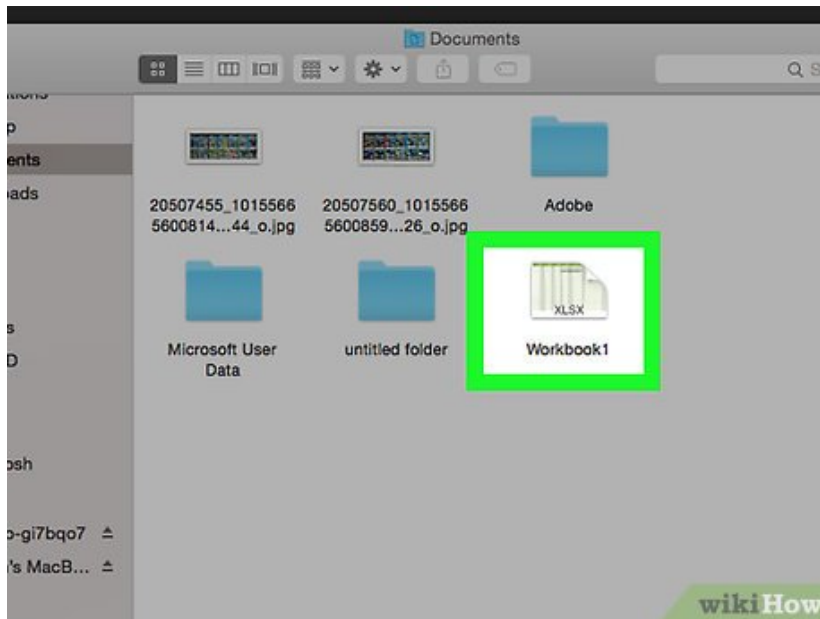


How to Group and Outline Excel Data

This wikiHow teaches you how to group a section of data in Excel so that you can hide it from the document. This is helpful if you have a large document with lots of data. You can group and outline data in Excel on both Windows and Mac...

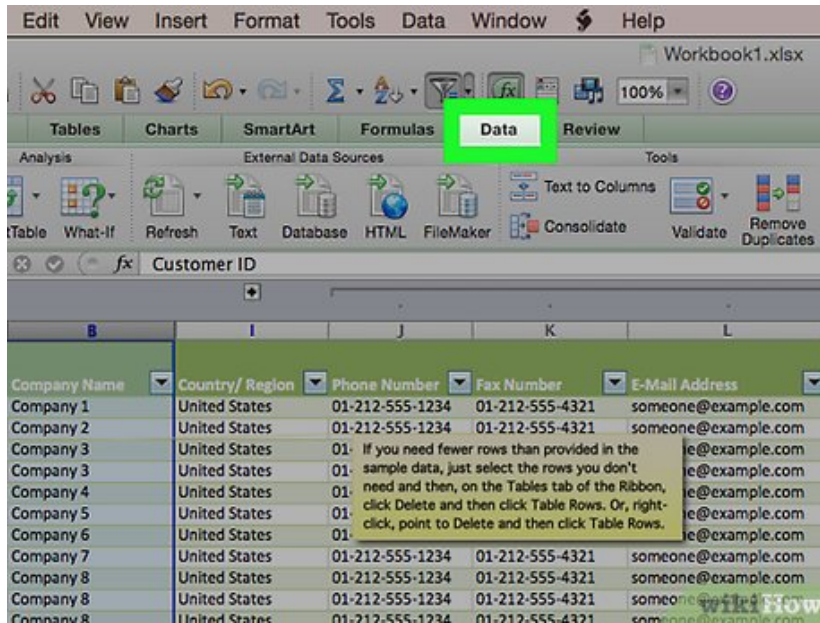
Part 1 of 2:

Outlining Automatically



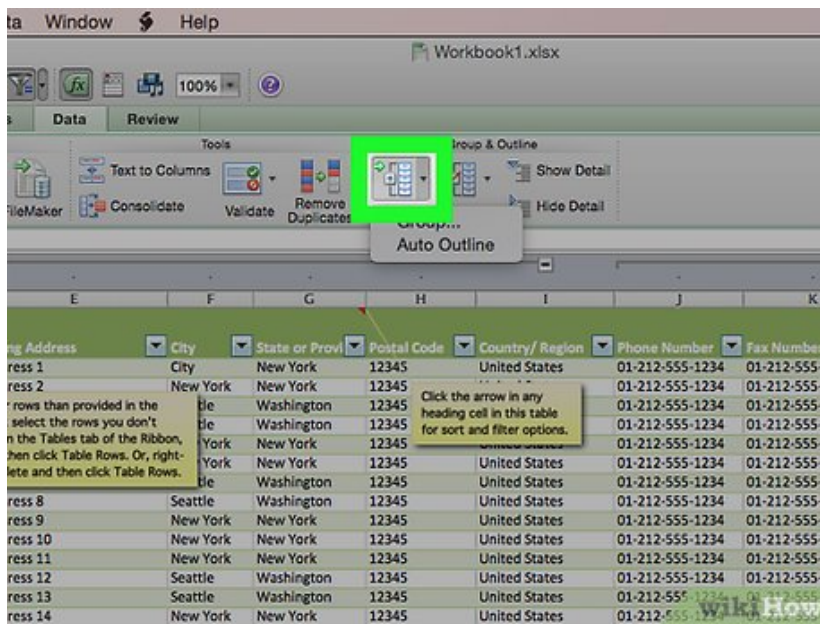
1.

Open your Excel document. Double-click the Excel document to open it.



2.

Click the **Data** tab. It's in the left side of the green ribbon that's at the top of the Excel window. Doing so will open a toolbar below the ribbon.

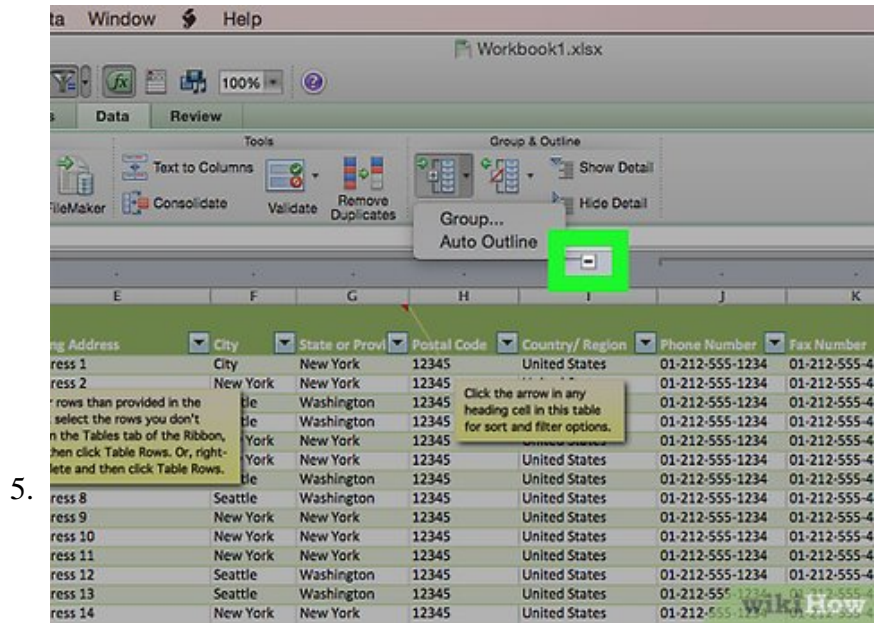


3.

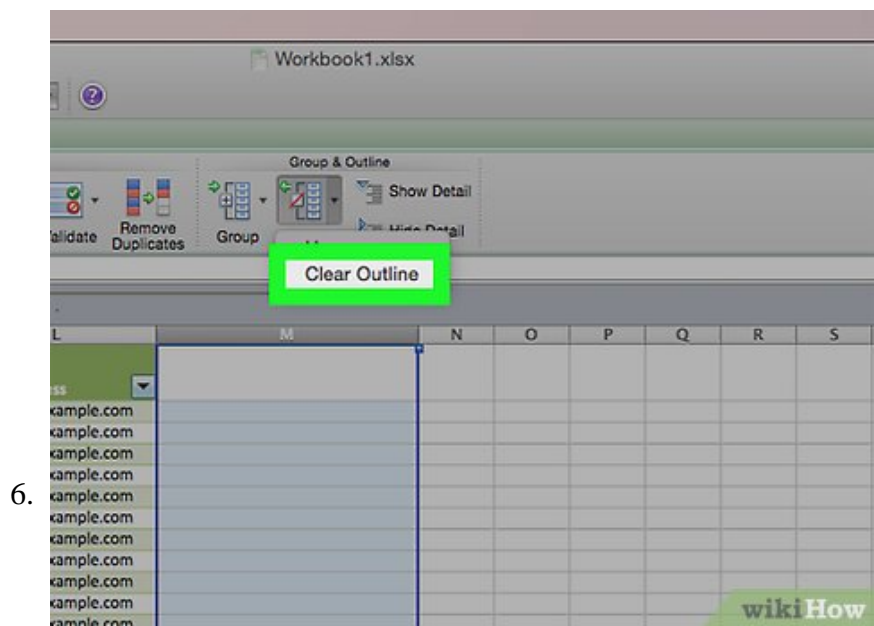
Click the bottom of the **Group** button. You'll find this option on the far-right side of the **Data** ribbon. A drop-down menu will appear.

4. Click **Auto Outline**. It's in the **Group** drop-down menu.

1. If you receive a pop-up box that says "Cannot create an outline", your data doesn't have an outline-compatible formula in it. You'll need to manually outline the data.



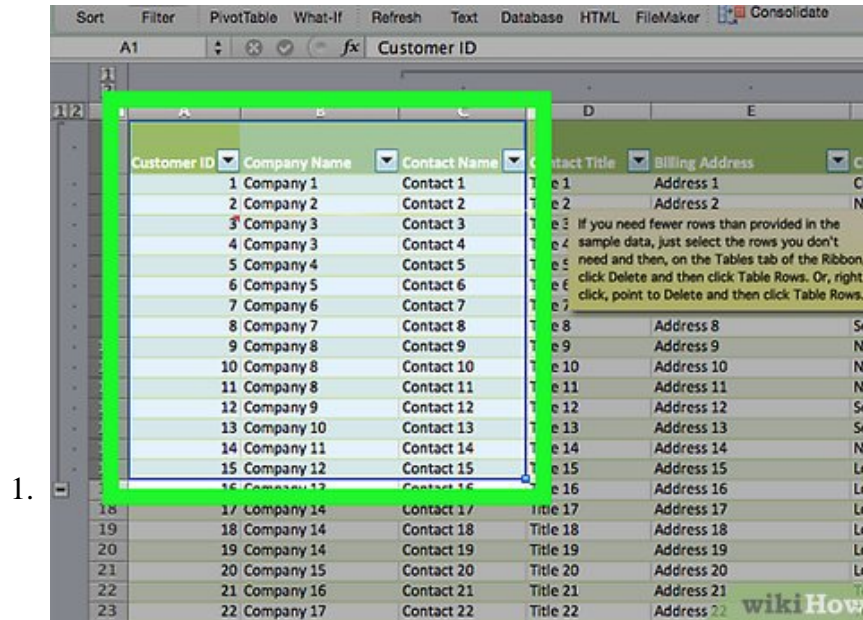
Minimize your data. Click the [-] button at the top or on the left side of the Excel spreadsheet to hide the grouped data. In most cases, doing this will only display the final line of the data.



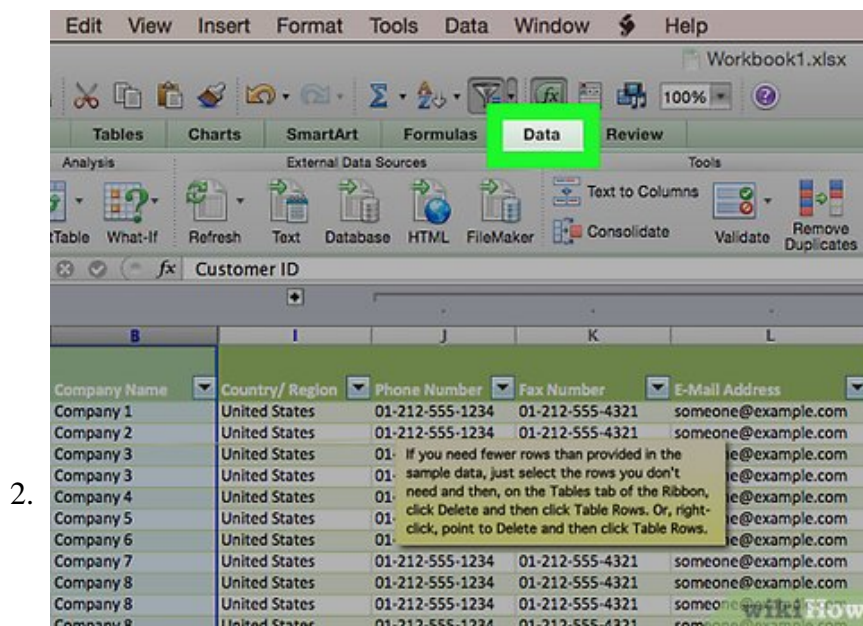
Clear your outline if needed. Click **Ungroup** to the right of the **Group** option, then click **Clear Outline...** in the drop-down menu. This will ungroup and unhide any data that was minimized or grouped previously.

Part 2 of 2:

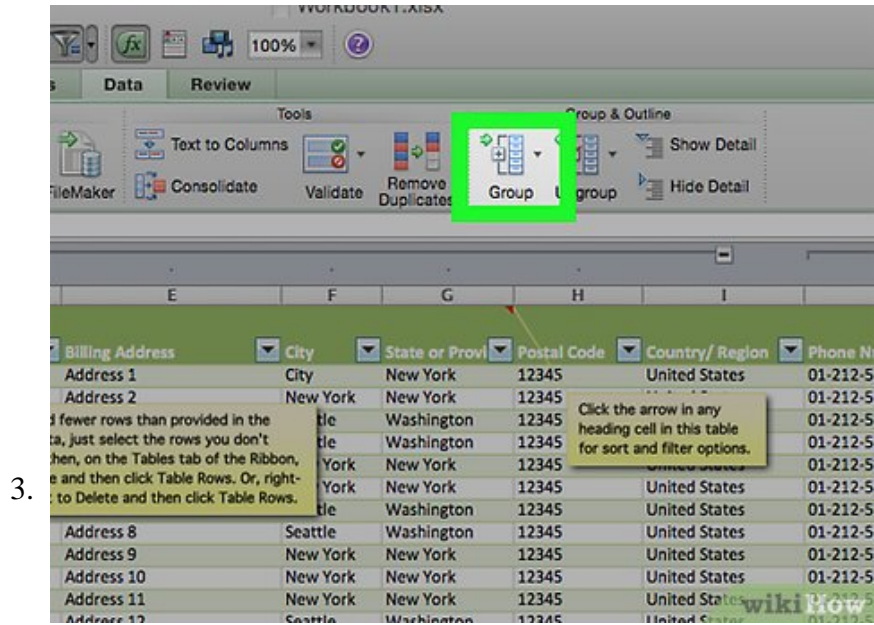
Outlining Manually



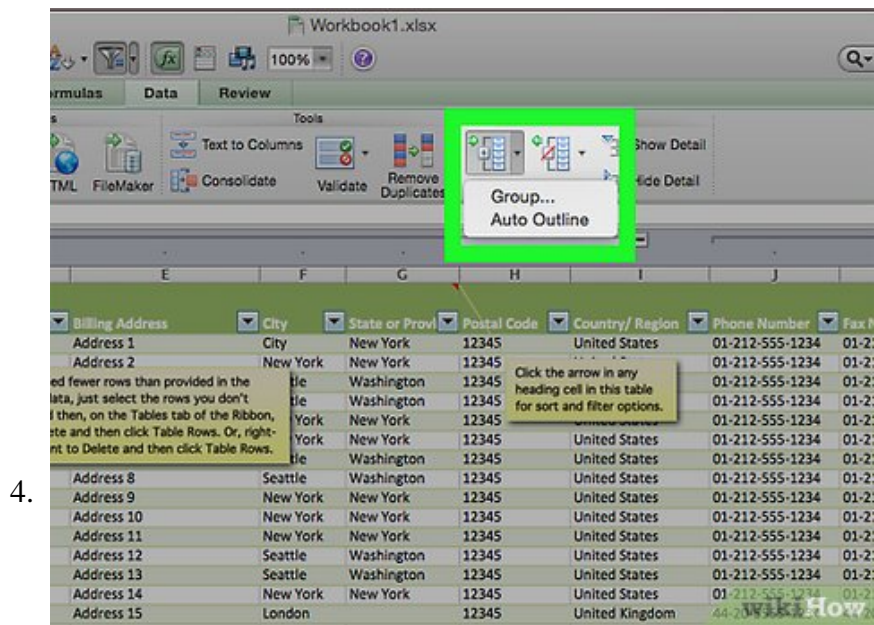
Select your data. Click and drag your cursor from the top-left cell of the data you want to group to the bottom-right cell of the data.



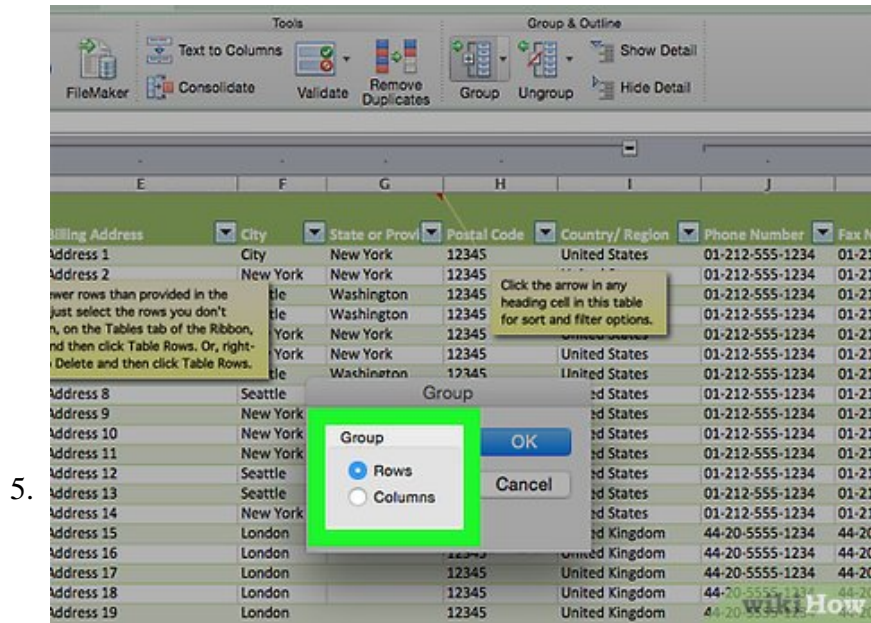
Click **Data** if this tab isn't open. It's in the left side of the green ribbon at the top of Excel.



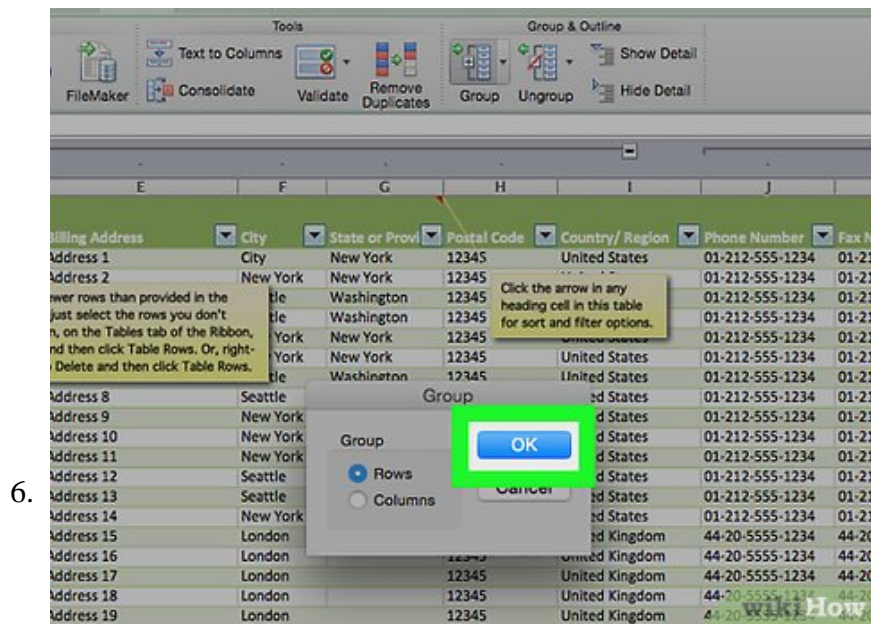
Click **Group**. It's on the right side of the **Data** toolbar.



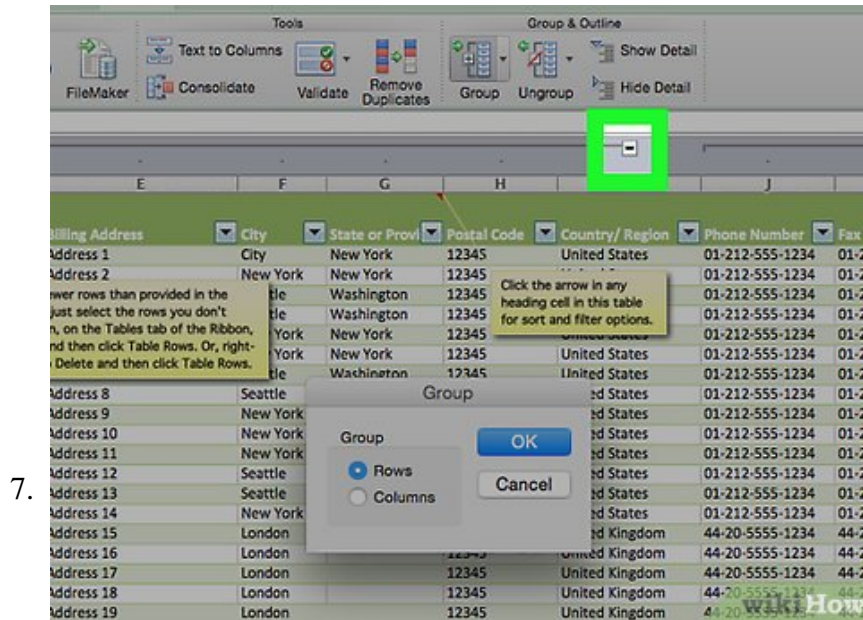
Click **Group...**. This option is in the **Group** drop-down menu.



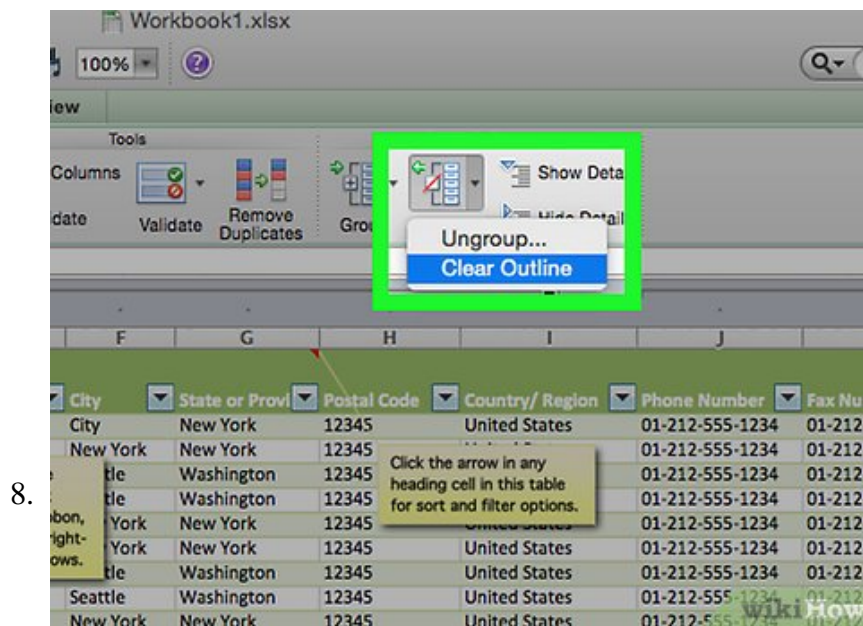
Select a group option. Click **Rows** to minimize your data vertically, or click **Columns** to minimize horizontally.



Click **OK**. It's at the bottom of the pop-up window.



Minimize your data. Click the [-] button at the top or on the left side of the Excel spreadsheet to hide the grouped data. In most cases, doing this will only display the final line of the data.



Clear your outline if needed. Click **Ungroup** to the right of the **Group** option, then click **Clear Outline...** in the drop-down menu. This will ungroup and unhide any data that was minimized or grouped previously.

You finished reading the article "**How to Group and Outline Excel Data**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.