

COURSE AGENDA

Course Title: Excel Training – Data 3: PivotTables Inperson

Site Name, City, State: University of Florida in the classroom (1.5-hr), Gainesville, FL

Course Type: Accounting and Auditing Technical Business Behavioral

Number of Credit Hours: 1.5

Topic	Subject Area	Time (min)
PivotTables	PivotTables are summary reports, we can quickly take large datasets and build easy to read tables. <ul style="list-style-type: none">• Build, Filter, and Arrange Data in a PivotTable.• Retrieve data from a PivotTable• Find the Number of Occurrences• Working with Text• Grouping Dates• Calculating for Multiple Values	75-85