## 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

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<thead>
<tr>
<th>Topic</th>
<th>Subject Area</th>
<th>Time (min)</th>
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| PivotTables | PivotTables are summary reports, we can quickly take large datasets and build easy to read tables.  
• 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       |