## COURSE AGENDA

**Course Title:** Excel Training – Data 1: Sorting and Filtering Inperson  
**Site Name, City, State:** University of Florida via in the classroom (1.5-hr), Gainesville, FL  
**Course Type:** ☐ Accounting and Auditing ☒ Technical Business ☐ Behavioral  
**Number of Credit Hours:** 1.5

<table>
<thead>
<tr>
<th>Topic</th>
<th>Subject Area</th>
<th>Time (min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Working with large datasets.</td>
<td>5-10</td>
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</tbody>
</table>
| Sorting Data     | Sort – Organizing data based on the contents.  
Custom sorts with multiple levels, by Color, and vertically by Column. | 25-30      |
| Filtering Data   | Filter – Hide rows based on criteria.  
Custom filter by text, numbers, and dates.  
Copy filtered data - subsets. | 25-30      |
| Tables           | Using the Table tool to format datasets to allow for multiple filters on the same sheet. | 5-10       |