COURSE AGENDA

Course Title: Excel Training – Data 3: PivotTables Zoom

Site Name, City, State: University of Florida via Zoom (1.0-hr), Gainesville, FL

Course Type: ☑ Technical Business  ☐ Behavioral

Number of Credit Hours: 1.0

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<tr>
<th>Topic</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 | 55-60      |