COURSE AGENDA

Course Title: Excel Training – Data 2: Advanced Filter and Basic PivotTables Zoom

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

Course Type: ☐ Accounting and Auditing   ☒ Technical Business   ☐ Behavioral

Number of Credit Hours: 1.0

Topic	Subject Area	Time (min)
Review	Working with large datasets, using basic filters.	5
Advanced Filters	Using the Advanced Filter tool to create complex filters with multiple criteria. Filtering in place and into a new location.	15-20
SubTotal Worksheet Function	Using the SubTotal worksheet function to calculate the values shown in a filtered list.	15-20
Introduction to PivotTables	Understanding what a PivotTable is and how the sections—columns, rows, filters and data – work together to make the summary reports	15-20