COURSE AGENDA

Course Title: Excel Training – Data 1: Sorting and Filtering 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)
Introduction	Working with large datasets.	5
Sorting Data	Sort – Organizing data based on the contents. Custom sorts with multiple levels, by Color, and horizontally by Column.	20-25
Filtering Data	Filter – Hide rows based on criteria. Custom filter by text, numbers, and dates. Copy filtered data - subsets.	20-25
Tables	Using the Table tool to format datasets to allow for multiple filters on the same sheet.	5