# Certificate of Attendance

## IT Learning Programme
## University of Oxford
### *Mayur Pant*

### *Spreadsheets:*
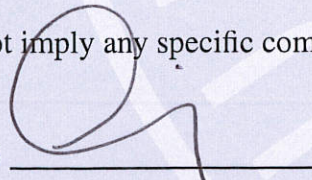### *Summarising data using pivot tables*

*Trinity Term 2016*

*3 hours*

## Topics covered:

- Creating and formatting pivot tables
- Expanding and collapsing pivot table data
- Filter sort and group pivot table data
- Use report filters with pivot table data
- Using calculated fields in pivot tables
- Creating pivot charts
- Using slicers to analyse pivot table data

This certificate does not imply any specific competence in the topics listed.

Taught by **Traci Huggins** _____

## IT Learning Programme

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| **Receipt Number** | 97626          **Associated Course Fees**: £9.00 |
| **Issued By:** | IT Learning Programme, IT Services, Oxford University |
| **Student Name** | Mayur Pant |
| **Course** | Spreadsheets: Summarising data using pivot tables |
| **Course dates** | Mon 13 Jun 2016 |