**Program Overview**

"The Advanced Excel training will help me get my job done very quickly and easily. The things that I used to take many hours will now take only a few minutes with the use of formulas, macros and other tricks I learnt in the Excel 2010 workshop."

**Training Program Detail**

**Lesson 1: Custom & Conditional Formats**
- Creating a Custom Format
- Create a custom number format
- Conditional Formatting
- Creating Conditional Formatting
- Editing Conditional Formatting
- Adding Conditional Formatting
- Deleting Conditional Formatting from the Selected Range

**Lesson 2: Using Formulas & Functions**
- Relative Cell Reference
- Absolute Cell Reference
- Using Text Functions
- Left Function
- Upper Function
- Concatenating the text values
- Date Functions
- Using Today Function
- Calculating using Date Function
- Using Sum Functions
- Using CountA Functions

**Lesson 3: Working with Range Names**
- Using Range Names
- Creating Range Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Deleting Range Names
- Creating 3-D Range Names
Lesson 4: Using Advanced Functions
- Using If Functions
- Using Nested If Functions
- Using Sum If Functions
- Using Count If Functions
- Using Vlookup Functions
- Using HLOOKUP Functions

Lesson 5: Managing Tables
- Creating Tables
- Naming the Table
- Changing the Table Style
- Creating a Total Row
- Creating a calculated column
- Using Filtering in Table
- Removing the Duplicate Record

Lesson 6: Using Auto Filter
- Sorting Data
- Using AutoFilter
- Creating a Custom AutoFilter
- Using Advanced Filter
- Using Database Functions

Lesson 7: Working with Pivot Tables
- Creating Pivot Tables
- Adding Pivot Table Report Fields
- Refreshing Pivot Table Report
- Changing the summary function
- Creating report filter pages
- Creating Pivot Chart