EXCEL EXPERT

SYLLABUS

Section 1: Macros, VBA, and Excel Programming

Lesson 1.1: Macros

Recording Macros

Playing a Macro

Macro Security

Lesson 1.2 More Macro Tasks

Recording a Relative Reference Macro

Running a Relative Reference Macro

Assigning a Keystroke to a Macro

Copying a Macro from a Workbook or Template

Lesson 1.3: Visual Basic and Macros

Opening the Visual Basic Editor

Adding Code to your Macro

Adding Comments to VBA Code

Declaring Variables

Prompting for User Input

Iteration over a Range

Using IF Then Else Statements

Section 2: Expert Topics

Lesson 2.1: Form Controls

What is a Form Control?

Adding a Control to a Worksheet

Assigning a Macro to a Control

Using Form Controls

Lesson 2.2: Advanced Functions

Using Financial Functions (PMT and FV)

Understanding Logical Functions

Applying Logical Functions