



Name: \_\_\_\_\_

Department: \_\_\_\_\_

	Yes	No	I need this knowledge at work (✓ or ✖)
1 I can record macros in the personal macro workbook v standard workbook			
2 I can control how a macro is run by using a keyboard shortcut or command button			
3 I understand relative/absolute referencing mode when recording			
4 I can edit the code in the Visual Basic Editor, and understanding the following terminology and features: Break points Comments Wrap text Properties window Project Explorer			
5 I write code for objects, properties and methods (named and positional arguments) Using the With statement Coding to select ranges of different sizes Creating message boxes and input boxes to interact with the user			
6 I use control structures If...Then...Else statement Select Case			
7 I use variables Declaring variables Understanding the different variable types			
8 I use Loops and sub-routines For...Next Do...Until			

Please list the top four most important topics that you'd like to address in your training session:

- 1 .....
- 2 .....
- 3 .....
- 4 .....