

Pretest

What You Should Know Before Taking Visual Basic for Applications

To get the most out of this class, you should have advanced knowledge of Microsoft Word, Excel, and Access. Below is a list of concepts and skills that you should know before taking this class. There will be some explanations in class, but mostly from a programming perspective, so it would be useful if you are familiar with them from the application/interactive/menu side first.

General

- File extensions (MDB, DOC, XLS are the file extensions for Access, Word, Excel)
- Office Assistant
- Search/Find

Excel

- Create spreadsheets from scratch, including formatting and multiple sheets
- Rename sheets within a workbook
- Named ranges
- Basic formulas (arithmetic, cell reference, functions)
- Excel functions: Sum, VLookup
- Insert Rows/Columns and Delete Rows/Columns, and what happens to the rest of the worksheet when you do them (e.g. Insert puts a row at the current spot, and moves the rest of the sheet down)
- Copy/paste with relative formulas
- Difference between the formula, value, and format in a cell
- Protection for sheets in a workbook

Terms/concepts:

- application
- workbook
- worksheet
- cell
- selection
- multiple selection
- formula
- value

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Word

- Basic word processing skills, including fonts and formatting
- Hyperlinks
- Word documents with data entry forms in them (Word Forms)
- Tables
- Creating a table of contents
- Mail Merge

Terms/concepts:

- application
- document
- selection
- multiple selection

Access

- Create or modify tables, queries, reports, and forms
- Modify properties of controls on reports and forms
- Sort records in a table or form

Terms/concepts:

- application
- table
- query
- field
- record
- form
- report
- control
- TextBox