

Excel 2013 – Macros with Advanced Formulas

Length: ½ Day

Experience Needed: Excel 2013 Intermediate, or relevant experience.

Summary: Students will learn how to create, assign, use, and evaluate Macros.

COURSE CONTENT

1: WORKING WITH MACROS AND USER-DEFINED FUNCTIONS

- Recording and Using Macros
- Assigning Macros
- Using User-Defined Functions

2: FORMATTING TEXT & PRINTING A DOCUMENT

- Creating and Using Functions
- Using Built-in Functions
- Working with Arguments: The PMT Function
- Using Dates and Times
- Using Dates in Calculations
- Using Nested Functions
- Auditing Worksheets
- Identifying the Auditing Commands
- The Watch Window
- The Formula Evaluator
- Tracing and Correcting Worksheet Errors