

Create Digital Form in Word and Importing data from Excel

Course Code: ASKWF8

Course Duration: 1 day (8 hours), 9:00am – 5:00pm

Course Fee: \$299.60 (Inc. GST) per participant, SDF grant entitled.

Course Dates: Refer to <http://asktraining.com.sg/calendar>

Course Objectives: At the end of this course, participants will be able to:

- Creating digital fill-in form in MS Word
- Filling Word form
- Automating the importing of Word forms in batch into Excel using VBA
- Eventually, making your work more efficient and saving tones of time entering the collected data manually

Target Audience: This course is most suited for anyone who required to collect data such as: Sales people, Human resource, Marketing & communication, Business development, Educator and more...

Microsoft Word

- Developer tab
- Introduction to Content Controls
- Which Content Controls should be avoided
- Building the structure of the form using Table
- Inserting the Content Controls into the form structure
- Setting the properties of the Content Controls
- Save the document as the master copy
- Protecting the document so that only form filling is allowed
- Save the document as another name for distribution

Microsoft Excel

- Create a workbook for collecting the data from the Word document form
- Create the VBA Sub procedure for importing form data from Word document in the Personal Macro Workbook
- Place the macro in Excel QAT

Test the Import

- Duplicate a few copies of the Word document that contains the form
- Save all duplicated copies in the same path as the Excel workbook
- Open all duplicated copies and fill the form
- Open the workbook and start the importing



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