



@ASK Training
Attitude | Skills | Knowledge

Create Digital Form in Word and Importing data from Excel

Course Code:

ASKWF8

TPGateway Course Code:

TGS-2020503209

Course Duration:

1 day (8 hours), 9:00am – 5:00pm

Course Fee:

\$280 (\$299.60 Inc. GST) per participant

SDF grant entitled

1 hour lunch is not claimable

Course Dates:

Refer to Training Calendar

<http://asktraining.com.sg/calendar>



Course Synopsis

This course is designed for Organisation who are not allowed to use Google forms to collect data due to security reasons.

To overcome data collection and collating into meaningful reporting formats, you only need to have Basic Microsoft Word and Excel knowledge.

This course allows Organisation to create surveys, questionnaires or application forms and after which the information can be collated for analysis by a few simple steps.

You can increase your work productivity without having any programming knowledge to achieve exactly what Google forms can do.

Course Objectives

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

- Create digital fill-in form in MS Word
- Fill Word form
- Automate the importing of Word forms in batch into Excel using VBA
- Save precious time usually spent entering the collected data manually and have greater work productivity



Course Outline

Microsoft Word

1. Developer tab
2. Introduction to Content Controls
3. Which Content Controls should be avoided
4. Building the structure of the form using Table
5. Inserting the Content Controls into the form structure
6. Setting the properties of the Content Controls
7. Save the document as the master copy
8. Protecting the document so that only form filling is allowed
9. Save the document as another name for distribution

Microsoft Excel

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

Test the Import

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

