

# Human Resources Department

## **Project 03: Automated Data Entry**



## **Description:**

The purpose of this project is to create a fully automated data Entry Userform in Excel and Word for repetitive or standardized data.



#### Tasks:

- Prepare file for database.
- Add Module for function and procedure.
- Declare variables and using them.
- Create and design User Form in Excel and word.
- Test the application.



#### **Profile:**

Master/Engineer in IT.



## **Required Skills:**

English, MS office, VBA, PLC Programming



## **Number of Interns:**

1 Intern



#### **Duration:**

3 Months

