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Enhancing Digital Government and Economy (EDGE)

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Project Number: 1

Project Name: Data validation and macros

Project Title: [Automation of Student Registration Form with Data Validation and Macros](#)

Project Objective: To ensure data accuracy and automate repetitive tasks

1. Process of the Project Work:

1.1. Tools and Software:

- I. Data Validation tools
- II. Macros Menu

1.2. Steps to Automate a Registration Form in Excel with Data Validation and Macros:

Step 1: Set Up the Registration Form Layout

Design the form with input fields in designated cells like Name, Department, Session, Home Town, Food, T-Shirt ,Payment.

Step 2. Apply Data Validation Rules such as

Name: Use Text Length data validation to limit character length if needed.

Department: Set to allow only list.

Session: Set to allow only Whole Number entries within a specific range if necessary.

Home Town: Use Text Length data validation to limit character length if needed.

Food: Set to allow only list.

T-Shirt: Set to allow only list.

Payment: Set to allow only Whole Number entries within a specific range if necessary.

Step 3. Create a Dropdown List (if needed)

For fields like Department, T-Shirt Size , create a list of predefined options

Use Data Validation > List to connect the input cell to this list, allowing users to select from the options.

Step 4. Record a Macro for Submission

Go to view menu and then start Record Macro to begin recording.

Enter data in fields (if not already done) to capture steps.

Save Input Data: Write a script or record copying entered data to a database sheet or table to store each submission.

Clear Form: Record steps to clear input fields after data is saved, preparing the form for the next user.

Stop Recording the macro.

Step 5. Assign the Macro to a Button

Insert a button (from Home> Insert > Button).

Assign the recorded submission macro to the button so users can click to submit their entry.

Step 6. Test the Form and Automation

Test the form to ensure data validation works correctly and errors are prompted as needed.

Test the macro by filling out the form, clicking the button, and checking if data is saved properly and fields are cleared.

2. Results of this Automation process of registration form:

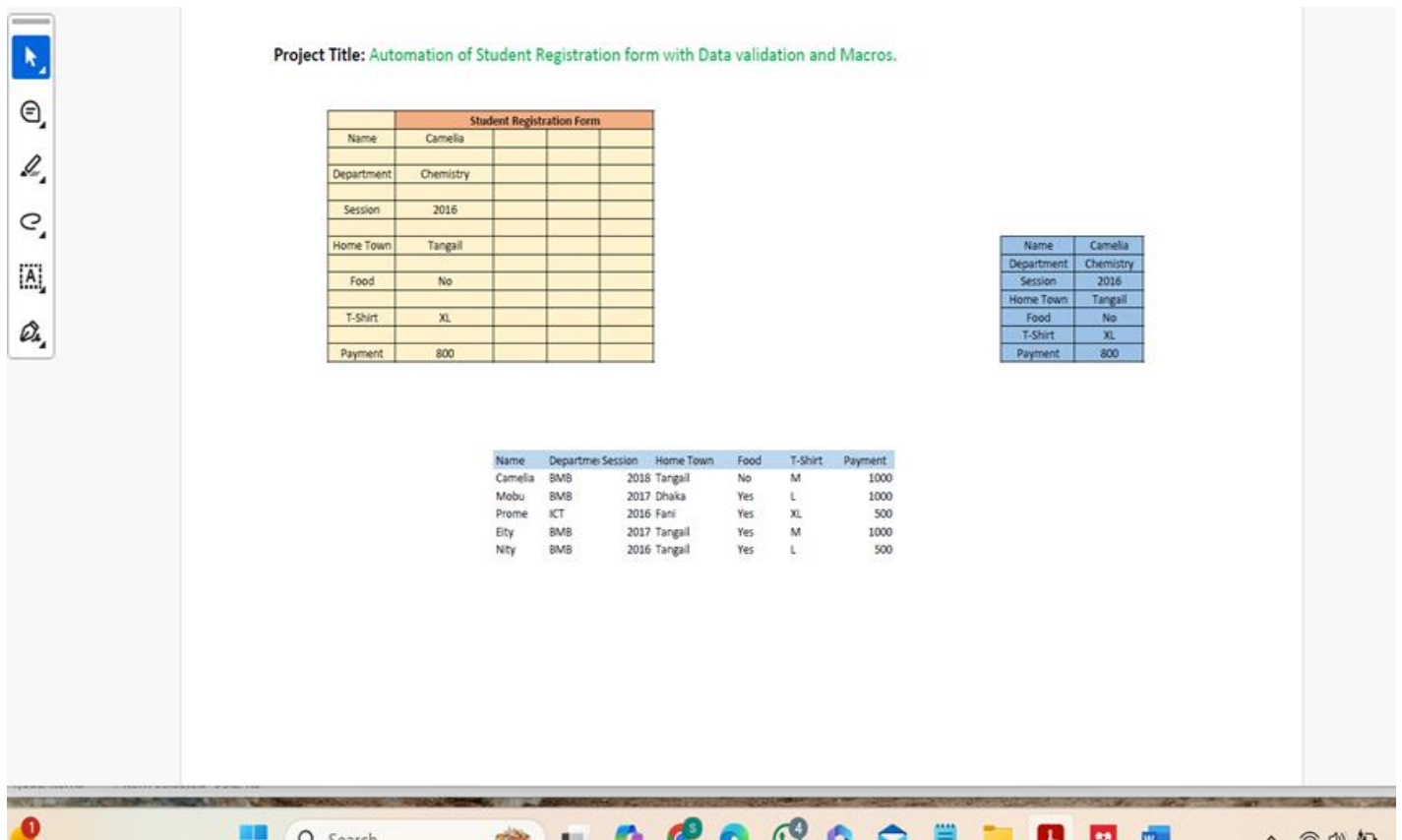
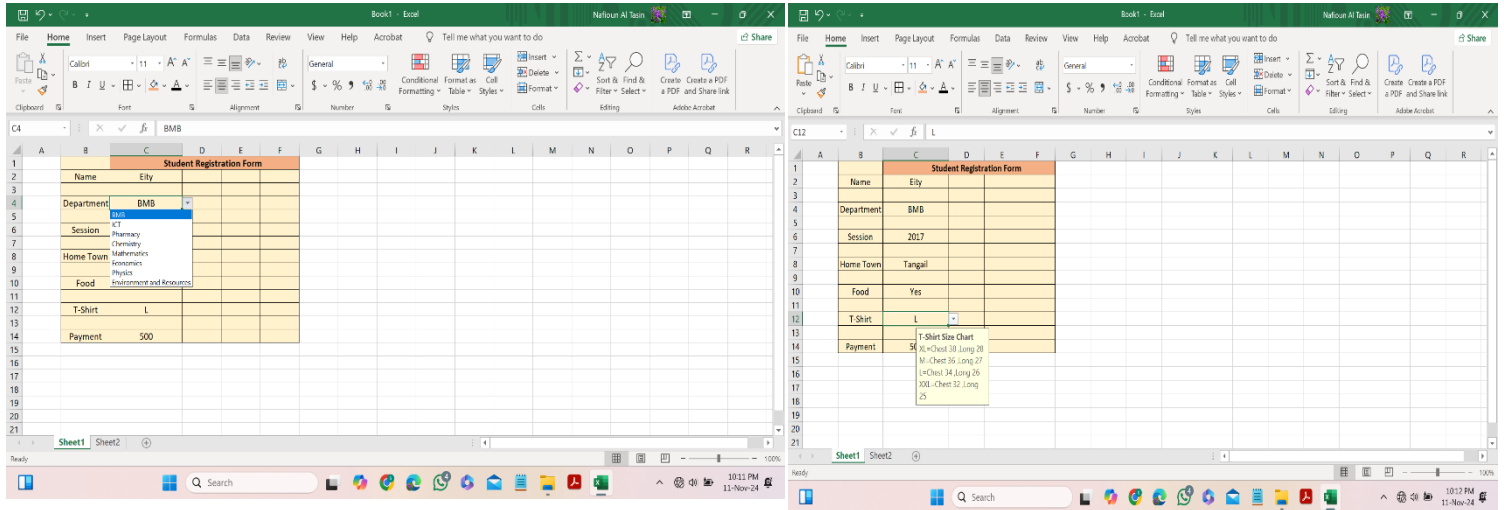


Figure 1 Automation of Student Registration Form with Data Validation and Macros

The automation of a registration form in Excel with data validation and macros brings several key benefits. It significantly improves data accuracy by ensuring that only valid inputs are entered, such as correctly formatted emails and phone numbers. The use of macros speeds up the process,

automatically saving and clearing the form after each submission, which reduces manual effort and time spent on repetitive tasks. Data consistency is also enhanced, as validation rules ensure that all entries follow the same format, making the data more reliable for analysis. Overall, this automation makes the registration process much faster, more efficient, and user-friendly, while minimizing errors and ensuring high-quality data collection.

Conclusion:

This automation makes the registration process much faster, more efficient, and user-friendly, while minimizing errors and ensuring high-quality data collection.