VEDANTSRI COMPUTER INSTITUTE

DATA ENTRY FORM IN

MS EXCEL VBA

Practical Study Notes | Simple English

Excel Basics • UserForms • Data Validation • VBA Automation • Search, Update & Print

BRANCH CONTACT DETAILS

DURGAKUND BRANCH

VedantSri | Varanasi Computer Training Institute

Block No. 9, Kabir Nagar Rd, Durgakund, Naria, Varanasi 221005

Phone: +91-8808888478

RATHYATRA BRANCH

VedantSri Computer Institute Rathyatra

SobhNath, Dhirendra Complex, Rathyatra - Mahmoorganj Rd, Rathyatra Crossing, Khanna Villa Colony, Bhelupur, Varanasi 221010

Phone: +91-9415802061

ABOUT THIS PDF

These notes explain the concepts shown in the Excel course syllabus and the published VBA data-entry project. They are learning material, not an Excel software installer or a ready-made VBA workbook.

TOPIC 1

Excel Workbook, Worksheet and Data Layout

A data-entry project stores records in an Excel workbook. A clear table layout helps the VBA form place each value in the correct column.

Key Points

- A workbook is the complete Excel file. It can contain more than one worksheet.
- A worksheet is an individual sheet or tab inside the workbook.
- Rows run horizontally and are commonly used to store individual records.
- Columns run vertically and hold fields such as date, name, mobile number and course.
- A cell is the meeting point of a row and a column. For example, A1 is a cell address.
- Use clear column headings and keep the same field order for every record.
- In the published project example, Sheet1 stores data-entry records and Sheet2 is used as a print layout.

Practice MCQs

1. **What is the complete Excel file called?**
   A. Cell B. Workbook C. Row D. Column
2. **What is the intersection of a row and a column?**
   A. Worksheet B. Chart C. Cell D. Workbook
3. **In the published data-entry example, which sheet stores the records?**
   A. Sheet1 B. Sheet2 C. Sheet3 only D. A chart sheet

TOPIC 2

VBA UserForm and Its Controls

A VBA UserForm provides a separate screen for entering and managing worksheet data. The form uses controls to collect information and run actions.

Key Points

- A UserForm is a custom window that can collect information before it is written to a worksheet.
- A TextBox accepts typed values such as name, father name, mobile number or search text.
- A ComboBox provides a selectable list. The project example includes ADCA, DFA, DCA and O Level.
- OptionButtons let the user select one choice from a group, such as Male or Female in the example.
- Labels display field names, instructions or status messages.
- CommandButtons run actions such as Submit, Search, Update, Upload Photo or Print.
- An Image control can display a selected photo. The example accepts JPG, JPEG, PNG and BMP files.
- A UserForm Initialize procedure can set the date, time, next serial number and default selections.

Practice MCQs

1. Which control is used for typed text such as a name?

A. TextBox B. Chart C. PivotTable D. Worksheet tab

2. Which control can show a drop-down list of courses?

A. Label B. ComboBox C. Image D. Page Break

3. Which control displays a selected photograph in the example?

A. OptionButton B. TextBox C. Image control D. Row heading

TOPIC 3

Data Validation and Entry Checks

Validation checks help prevent incomplete or wrongly formatted entries. The published project example includes field checks and automatic values.

Key Points

- The form fills the Date and Time fields when it is initialized.
- The Serial Number is set from the last numeric serial number in the worksheet, then increased by one.
- Before Submit, the example checks that Name, Father Name, Mobile, Course and Paid Fees are not blank.
- The mobile field is checked for exactly 10 numeric digits in the example project.
- The Course ComboBox uses a fixed list of course names instead of relying on free typing.
- When Offer Fees and Paid Fees contain numbers, the example calculates Due Fees as Offer Fees minus Paid Fees.
- The photo picker filters JPG, JPEG, PNG and BMP files and checks that the selected file path exists.
- Test each validation rule with sample data before using a form for real records.

Practice MCQs

1. How many digits does the example check for the mobile field?

A. 8 B. 9 C. 10 D. 12

2. What happens to the next Serial Number?

A. It is copied from the name B. It increases from the last numeric serial C. It is always blank D. It is taken from the print sheet

3. Which fields are checked before Submit in the example?

A. Only the photo B. Name, Father Name, Mobile, Course and Paid Fees C. Only Date and Time D. Only the worksheet name

TOPIC 4

Save, Search, Update and Print Records

The example project connects the User Form with worksheet records. It demonstrates how a user can add a new record, find an existing one, update it and prepare a print layout.

Key Points

- Submit writes the form values to the next available row in Sheet1.
- The saved fields include serial number, date, time, name, father name, mobile, course and other form values.
- After a successful Submit, the example clears the form fields for the next entry.
- Search looks for the entered name in column D of Sheet1 and loads the matching record into the form.
- If the search does not find a matching name, the form displays a message.
- Update uses the Serial Number in column A to locate the record and write the revised values to that row.
- Print transfers selected form values to the prepared layout on Sheet2. The sheet can then be checked before printing.
- Success and error messages help the user understand whether an action worked.

Practice MCQs

1. Which button saves a new form entry in the example?

A. Submit B. Search C. Print D. Exit

2. Which column is searched for a name?

A. Column A B. Column B C. Column D D. Column P

3. Which sheet receives the print layout values?

A. Sheet1 B. Sheet2 C. Sheet3 D. Sheet4

PRACTICE CHECK

Answer Key

Check your answers after attempting all 12 questions. Each question has one correct answer.

Topic 1 - Workbook, Worksheet and Data Layout

- 1. B - Workbook
- 2. C - Cell
- 3. A - Sheet1

Topic 2 - VBA UserForm and Its Controls

- 1. A - TextBox
- 2. B - ComboBox
- 3. C - Image control

Topic 3 - Data Validation and Entry Checks

- 1. C - 10
- 2. B - It increases from the last numeric serial
- 3. B - Name, Father Name, Mobile, Course and Paid Fees

Topic 4 - Save, Search, Update and Print Records

- 1. A - Submit
- 2. C - Column D
- 3. B - Sheet2

PRACTICE REMINDERS

- Work on a copy of your workbook while learning.
- Check that worksheet names and column positions match the VBA procedures.
- Test Submit, Search, Update and Print with sample records before using real data.

VEDANTSRI COMPUTER INSTITUTE | VARANASI