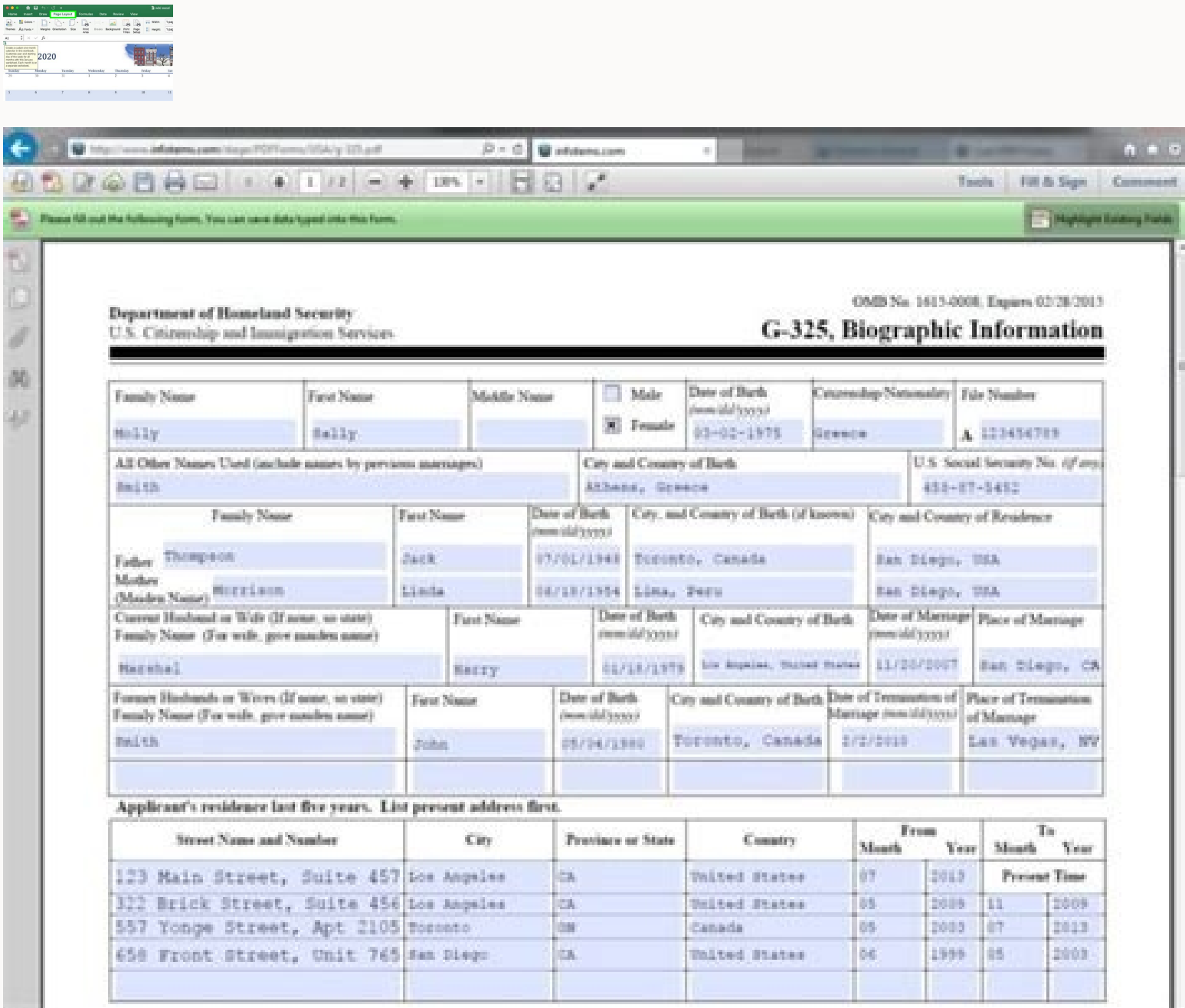
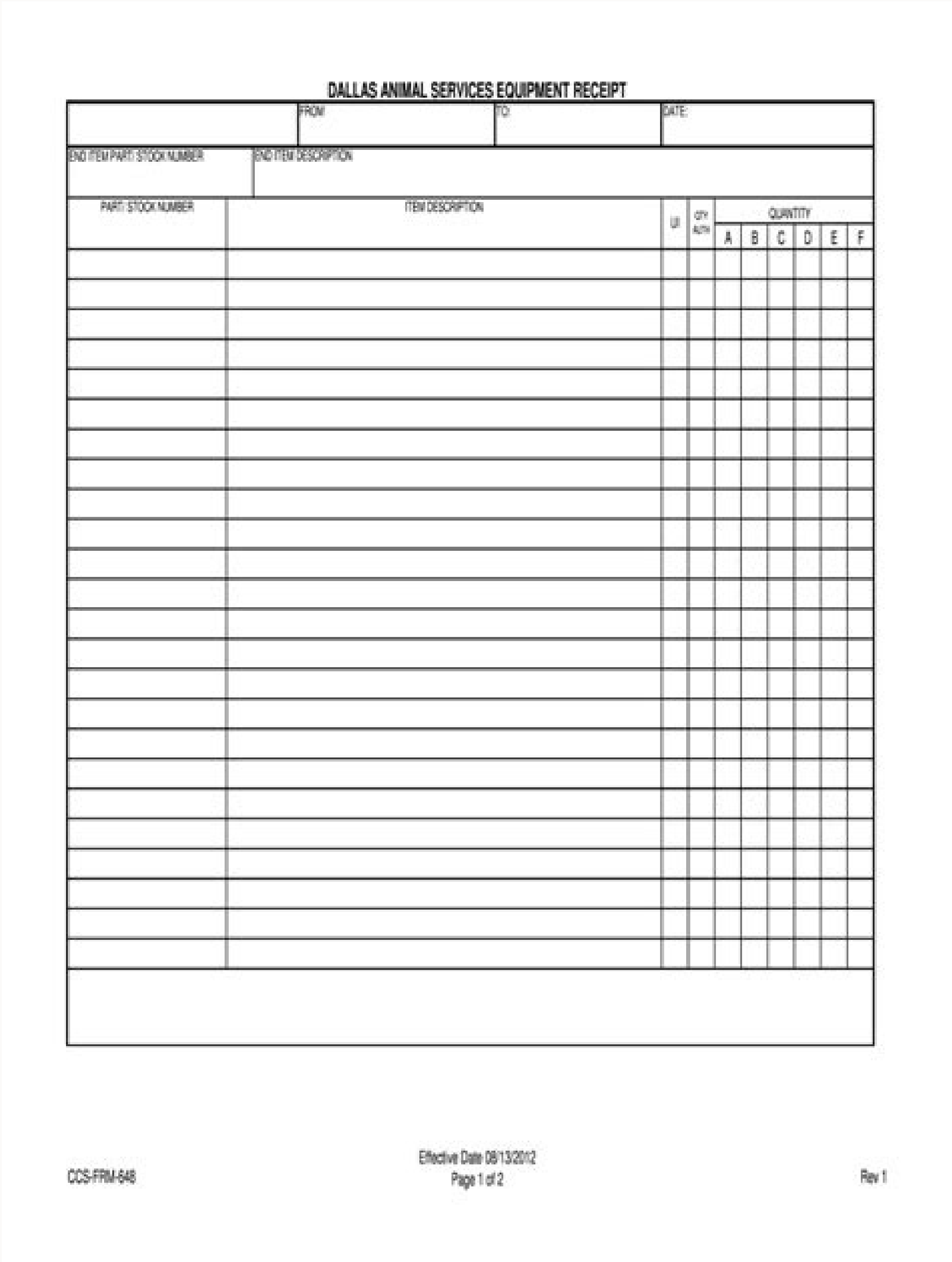


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special data entry form. It will help you focus on individual records, one at a time, without having to scroll horizontally between columns. Excel data entry form You may not know it, but Excel has a special form for entering data in a spreadsheet that makes the input process faster, more user-friendly and less error-prone, especially in large worksheets. How do users normally populate Excel tables? By typing data directly into cells. Sometimes, you scroll up to see the column headings and sometimes scroll to the right and then come back to the beginning of the table. With large data sets, there is a possibility to mix up something and enter information in a wrong cell. To facilitate input, you can ask Excel to display one row of information in a handy dialog box. Here, you can accurately add new records as well as update and edit the existing ones. You can also set up Data Validation to ensure that only the entries meeting certain criteria are accepted. Data entry forms are supported in Excel 365, Excel 2019, Excel 2016, Excel 2010 and Excel 2007, but not available in Excel Online (Excel for the web). Here's how Excel's Data Entry Form works: Notes: A data form is limited to a maximum of 32 columns / fields. Since a data form is a modal dialog window, it cannot be printed. Moreover, you cannot print a worksheet until you close the data form. How to add the Form tool to Excel Although the Form tool exists in all versions of Excel 2007 through Excel 365, it is hidden by default. So, first you need to make it visible by adding the From button to the ribbon or the Quick Access Toolbar, or both. To add the Form tool to the Quick Access Toolbar (QAT), these are the steps to perform: Click the small down arrow at the far-right of the QAT, and then choose More Commands in the pop-up menu. In the Excel Options dialog box that opens, under Choose commands from, select All Commands or Commands Not in the Ribbon. Scroll down the list of command on the left until you see Form... and click on it. Click the Add button in the middle to move the Form to the list of QAT commands on the right. Click OK to save the changes and close the dialog. The Form icon will immediately appear in your Quick Access Tollbar and will be available in all your workbooks. Believe it or not, you've successfully coped with the main challenge. Once the Form tool is in your Excel, creating a data entry form for any table (a new or existing one) takes just a single button click. Tip. In a similar fashion, you can place the Form tool on the ribbon. For the detailed instructions, please see How to add a button to Excel ribbon. How to make data entry form in Excel A data entry form is only available for a fully functional Excel table. To get the form, you just need to put your data in a table and then click the Form button. The detailed steps follow below: In your worksheet, type the column headings in the topmost row as usual. If you want an input form for an existing data set, skip this step. Select any cell in your dataset and click the Ctrl + T keys simultaneously. This will select all the data and convert it to a table. Place the cursor anywhere within the table and click the Form button. Done! To keep things simple, let's make this small table as an example: Clicking the Form button automatically creates a data entry form for your table with fields corresponding to the column headings: As you can see, the Excel input form has a handful of different buttons. Here's a brief explanation of what each button does: Aside from the buttons, you can use the following keys for navigation: Tab - get to the next field. Shift + Tab - get to the previous field. Enter - save the current record and start a new one. How to add a new record To add a new record to your table using the data entry form, perform these steps: Select any cell in your table. Click on the Form button on the Quick Access Toolbar or on the ribbon. In the input form, click the New button. Type the information in the appropriate fields. When done, hit the Enter key or click the New button again. This will add the record to the table and get a blank form for the next record. Tip. To quickly enter specific information, you can use the same shortcuts that you use in your worksheets. For example: Press Ctrl + ; to insert today's date. Press Ctrl + Shift + ; to enter the current time. How to search for records To go through the records one by one, you can use the Find Prev and Find Next buttons or the vertical scroll bar. To find records that meet certain conditions, use the Criteria button. For example, to locate all the projects assigned to the Design dept., type Design in the Department field, and press Find Next: The wildcard characters can help you broaden the search. For instance, to discover the projects that contain "skill" anywhere in the project name, type \*skill\* in the Project field. When dealing with numbers and dates, the logical operators such as greater than (>), less than (<

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