

How to create data entry forms in Excel

It's a waste of work and boring to enter a pile of data in Excel, but with the data entry form, your productivity will increase faster.

It is laborious, time consuming and sometimes there is an error when you have to import a pile of data in Excel, but with the data entry form, your productivity will increase faster and produce fewer errors.

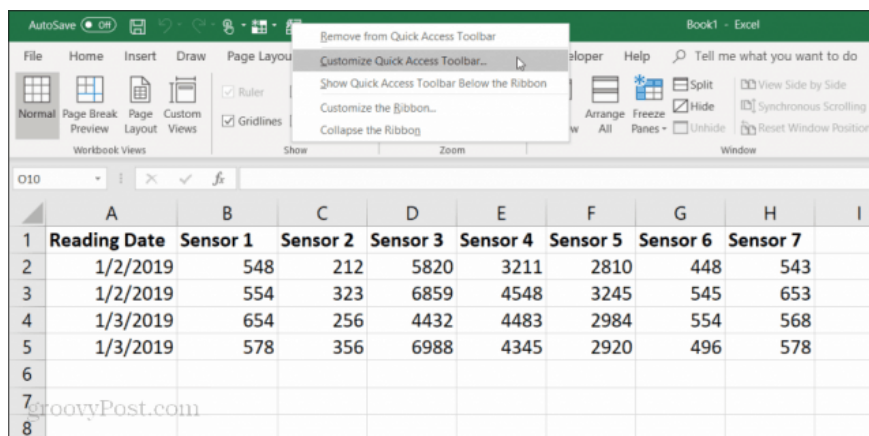
When it comes to forms in Excel, most people will think to create VBA forms from scratch. But Excel provides a pre-created form that can import data quickly. Read the following article to learn how to create Excel data entry forms.

1. How to create a drop list in Excel 2016
2. Create forms (forms) in Access 2016
3. How to create Google Spreadsheet automatically updates data

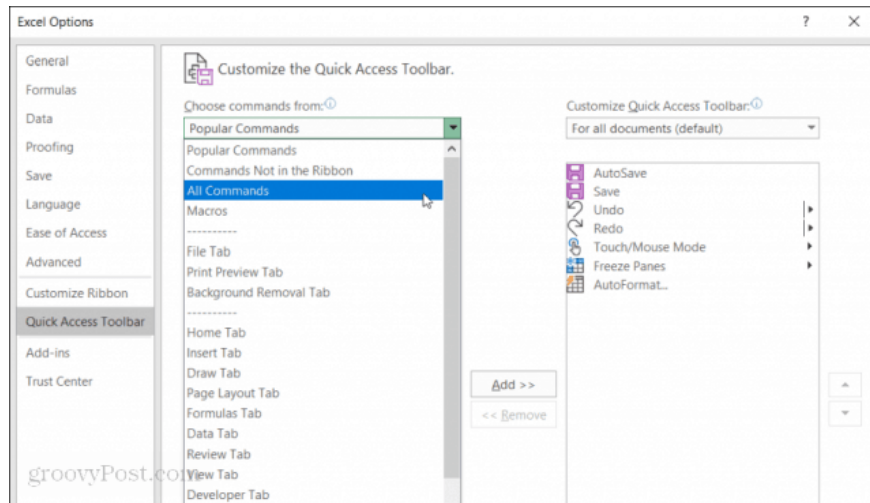
Before creating a data entry form, you need to add the data entry form feature to the Quick Access Toolbar bar.

Add Data Entry Form in the Quick Access Toolbar bar

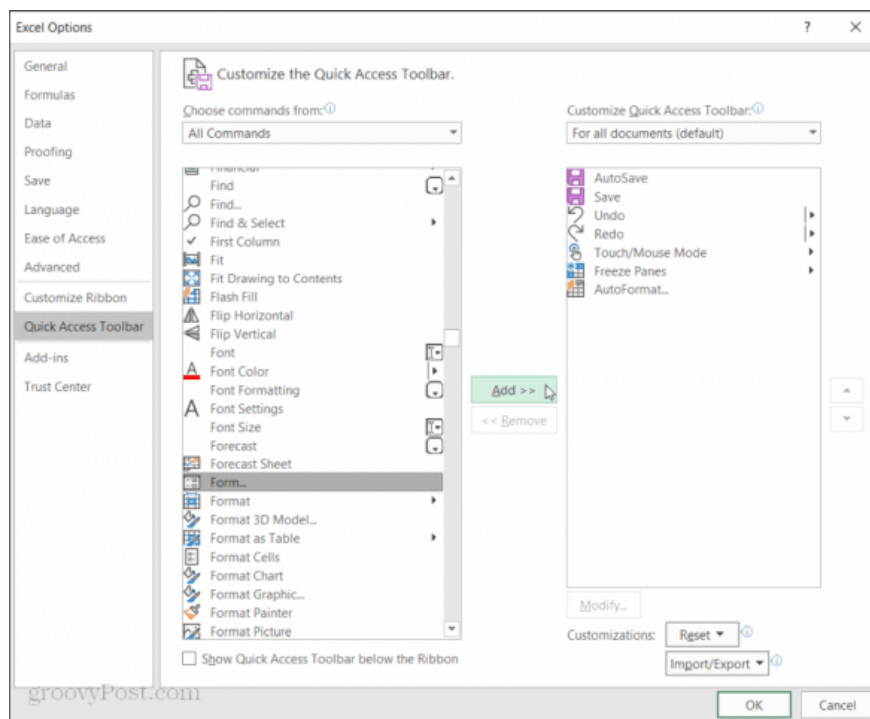
You will not see the Data Entry Form in Excel's standard toolbar. This is a hidden feature you need to activate. To do this, right-click on the Quick Access Toolbar and select **Customize Quick Access Toolbar** .



In the Excel Options window, click **Choose commands from** and select **All Commands** .



Scroll down the list of commands and select **Form** . Then, select the **Add** button to add the **Form** to the Quick Access Toolbar.



Click **OK** and now you will see the data entry form in the Quick Access Toolbar. And now you are ready to use Data Entry Form on your Excel spreadsheet.

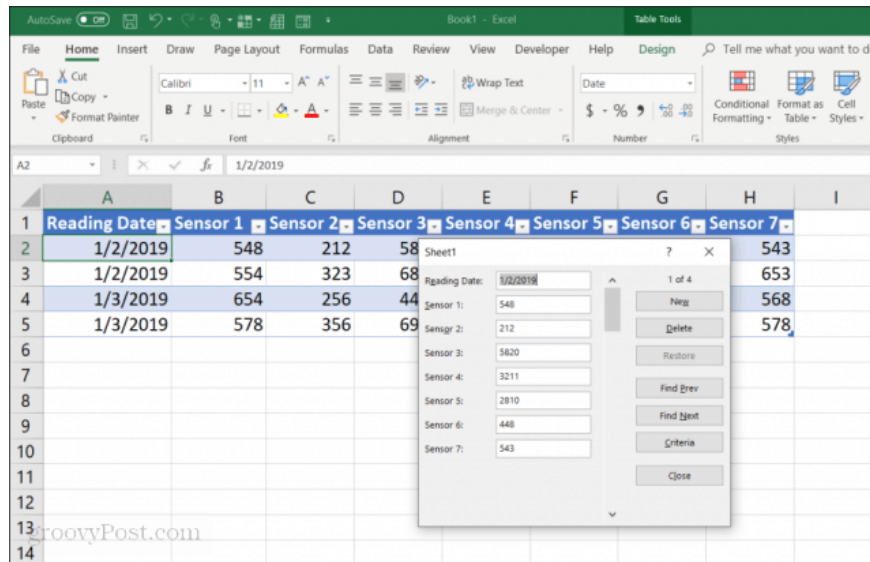
	A	B	C	D	E	F	G	H	I	J
1	Reading Date	Sensor 1	Sensor 2	Sensor 3	Sensor 4	Sensor 5	Sensor 6	Sensor 7		
2	1/2/2019	548	212	5820	3211	2810	448	543		
3	1/2/2019	554	323	6859	4548	3245	545	653		
4	1/3/2019	654	256	4432	4483	2984	554	568		
5	1/3/2019	578	356	6988	4345	2920	496	578		
6										
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Create data entry form in Excel

Before you can use the data entry form in Excel, you will need to convert your spreadsheet into a table. You can do this by pressing **Ctrl + T**. You will see the data in your spreadsheet converted to the default table format.

	A	B	C	D	E	F	G	H	I
1	Reading Date	Sensor 1	Sensor 2	Sensor 3	Sensor 4	Sensor 5	Sensor 6	Sensor 7	
2	1/2/2019	548	212	5820	3211	2810	448	543	
3	1/2/2019	554	323	6859	4548	3245	545	653	
4	1/3/2019	654	256	4432	4483	2984	554	568	
5	1/3/2019	578	356	6988	4345	2920	496	578	
6									
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After converting the worksheet into a table, select the **Form** icon in the Quick Access Toolbar to open the data entry form.



If you've ever used a data entry form in Access, you'll notice many similarities. The form provides a method for controlling data entry into spreadsheets. You do not need to click on another row when you are ready to import data into it. The buttons on the form allow you to focus on the current row and navigate through the worksheet with the form navigation buttons.

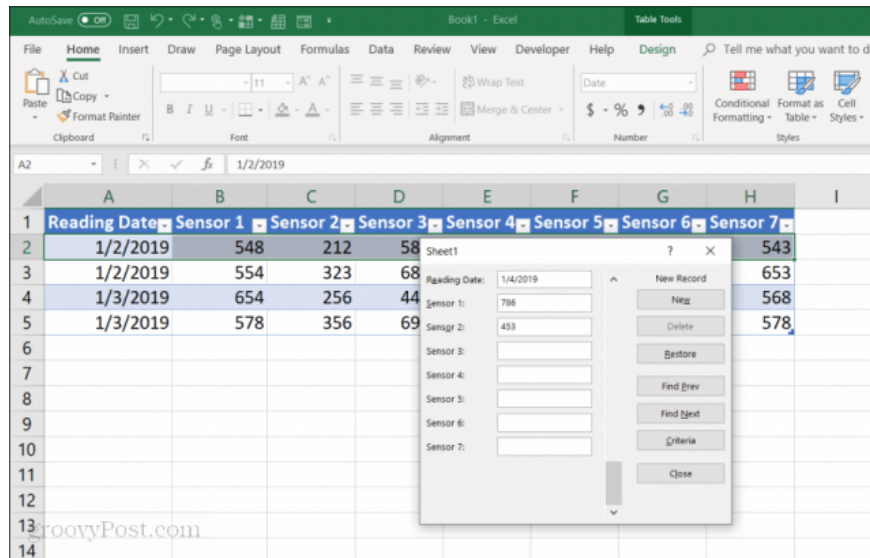
Functions of data entry form buttons:

1. **New** : Add a new, blank row to the existing table.
2. **Delete** : Delete the current row you are editing.
3. **Restore** : Restore (reset) the data field you are editing to the original value.
4. **Find Prev** : Move the record you are editing to the previous row.
5. **Find Next** : Move the record you are editing to the next row.
6. **Criteria** : Allows you to search for specific records in the table.
7. **Close** : Close the data entry form.

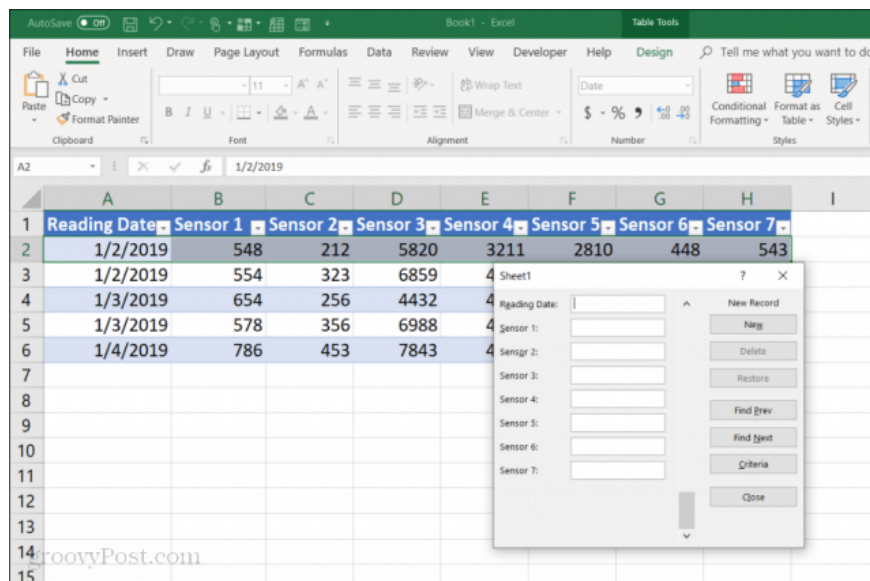
Next, we will explore how to use each feature of the form to manage spreadsheet data.

Add and delete records

New and **Delete** buttons on the data entry form will work exactly as you expect. The **New** button adds a new record to the end of the table. In the data entry form, you will see blank fields to enter data by typing in that entry and clicking the tab to move to the next field.



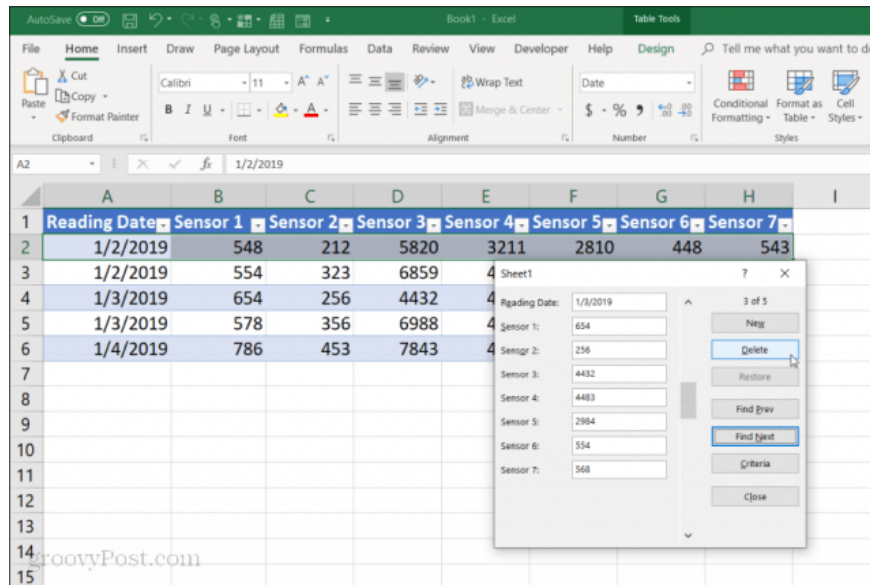
When filling out all fields, just select the **New** button again and you will see the new row added in the table. The form will delete the data you entered earlier, so you can continue to enter data into the new row if you want.



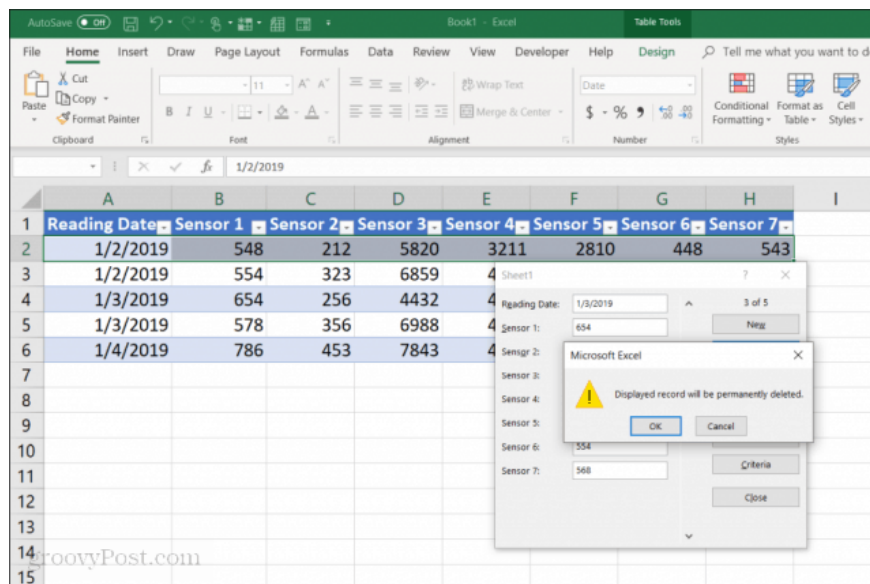
The advantage of this is:

1. You can quickly add records by pressing the tab key.
2. Less impact, change other records
3. No need to use the mouse when entering data.

Deleting records from a table is easy. Just click on one of the records you want to delete. Just use the **Find Prev** or **Find Next** buttons to navigate to the record you want to delete. These buttons are similar to the up / down buttons in Excel developer tools. Click the **Delete** button to delete the record.



You will see a pop-up warning that the record will be permanently deleted. Select **OK** to confirm.

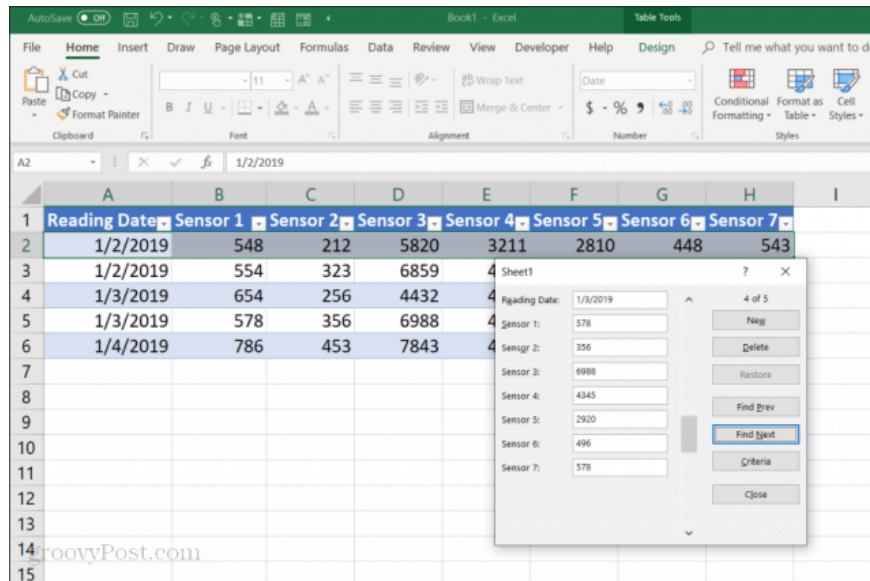


Note : This warning is not really correct because the record is not permanently deleted. If you change your mind that you don't want to delete the record, you can close the data entry form, press **Ctrl + Z** to undo the change. This will bring the deleted item back to the table.

Search for records

If you are working with a very large data set, the previous and next buttons won't work. Instead of working with thousands of records this way, you can press the **Criteria** button to browse the record you want.

In this example, if you only want to browse items from 1/3/2019 you need to click the **Criteria** button, it will change the data entry form to filter. Enter 1/3/2019 in the **Reading Date** school.



Now, when selecting **Find Prev** or **Find Next** , the form will only browse items that match the criteria you specified in the **Reading Date** field.

You can also use logical operators like **>** or **<** to narrow the scope of data. For example, if you want to see all records older than 1/4/2019, you will type **'**

As you can see, Data Entry Form makes data entry easier, less error-prone without the use of a mouse.

I wish you all success!

You finished reading the article "**How to create data entry forms in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.