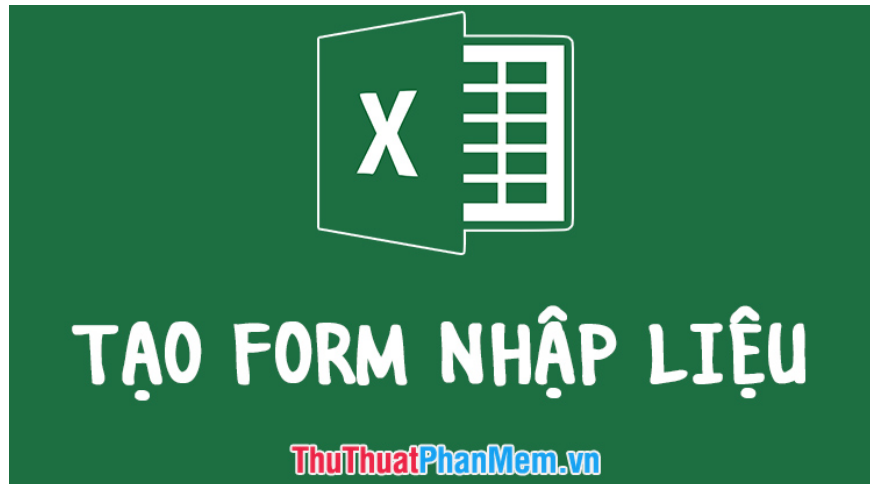


# Instructions on how to create input forms in Excel extremely fast and simple

Creating an input form in Excel is a very necessary tip if you are an accountant or office worker. It helps you to make statistics and input data for Excel simpler and faster. Below, TipsMake will guide you the most basic steps to create a simple input form.

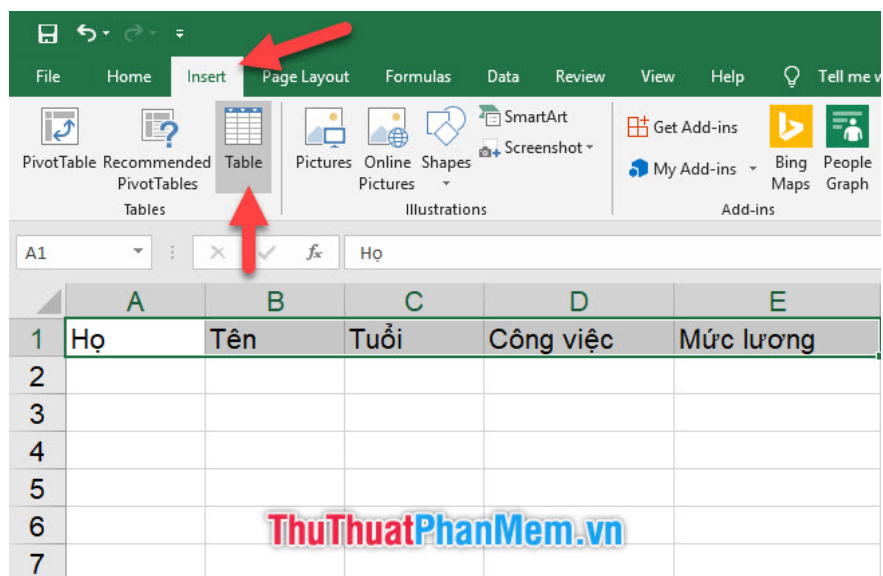
Creating an input form in Excel is a very necessary tip if you are an accountant or office worker. It helps you to make statistics and input data for Excel simpler and faster. Below, TipsMake will guide you the most basic steps to create a simple input form.



Before creating the input form, you need to have a premise for your data table, which is the title for the data columns. Below, TipsMake will set up a temporary 5-column data table to show you how to create the input form.

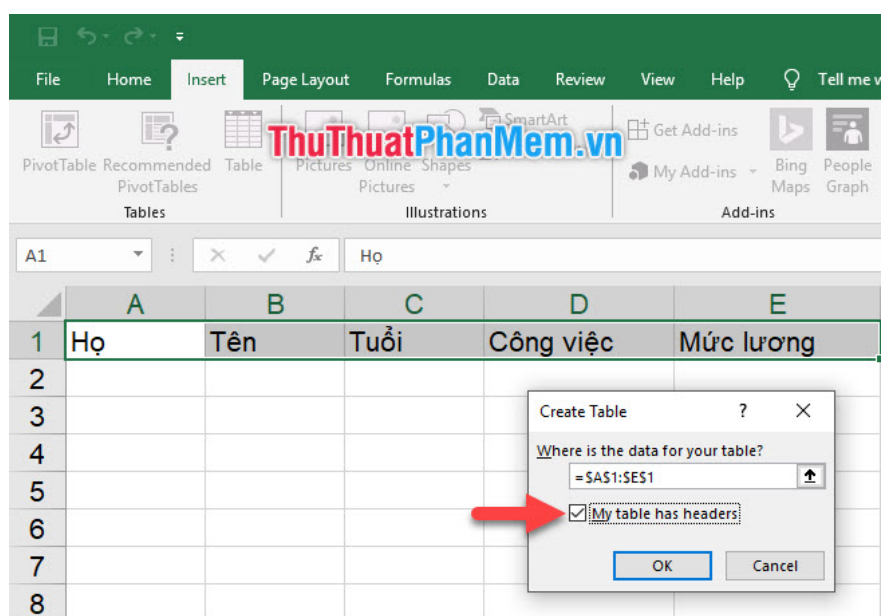
5 data columns including Last Name, First Name, Age, Job and Salary. You highlighted 5 parameter boxes containing the title, then some **Insert** ribbon on the toolbar.

Next click on the **Table** icon in the **Tables** section of the **Insert** ribbon .



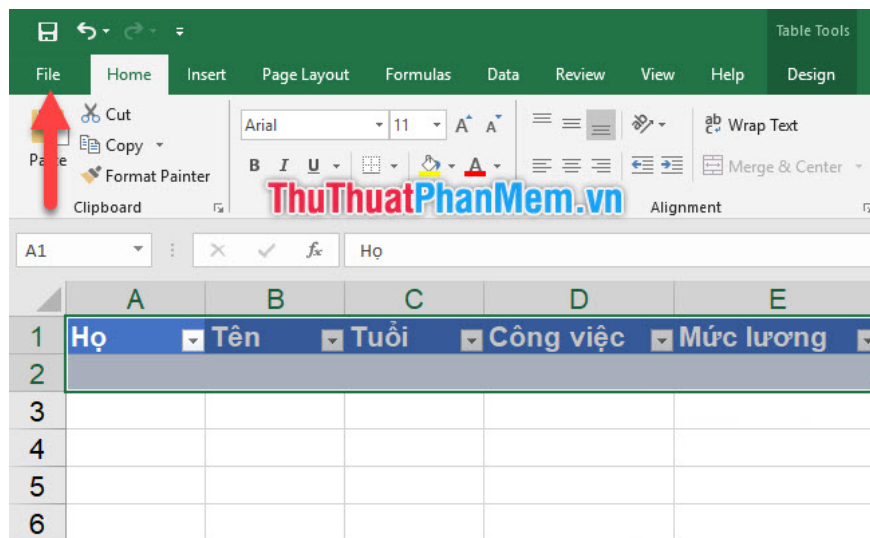
Excel will ask you where the data table area is, if you have done the first step of selecting the data header area, you do not need to change the **Where is the data for your table** . You just need to put a check mark in front of the **My table has header line** .

Then click **OK** to confirm, so the data table creation is complete.

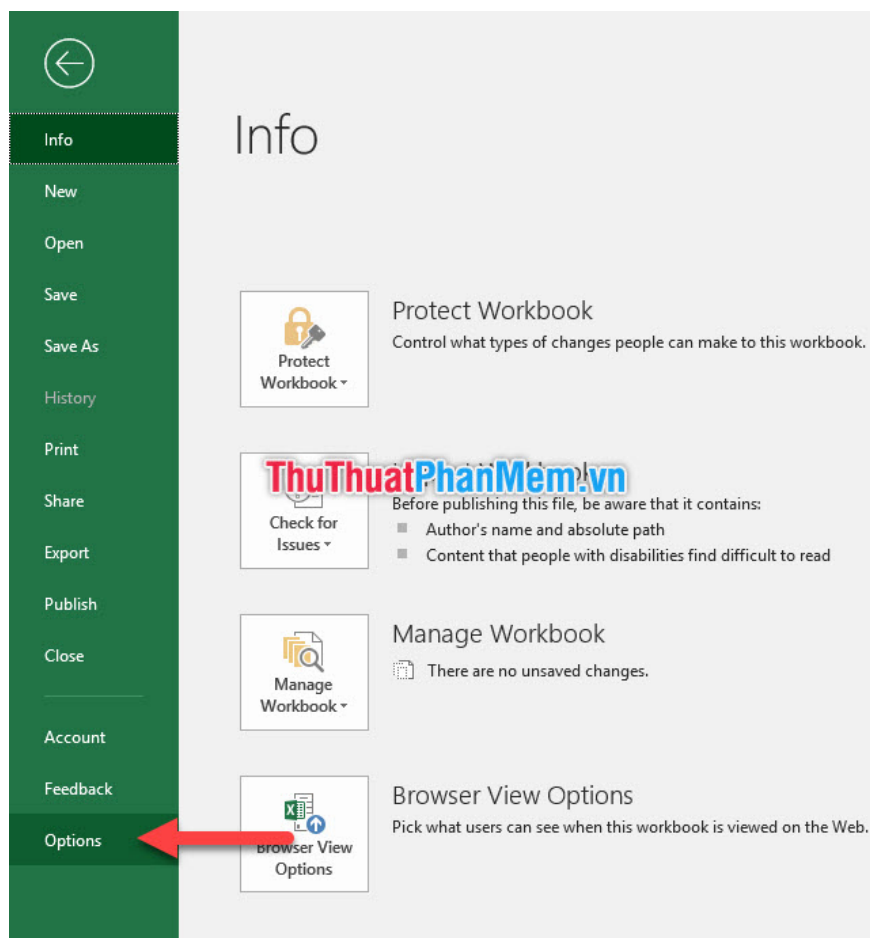


Next you need to open the Input Form function on the existing data sheet. Because this function does not have shortcuts to the ribbon in the toolbar, you need to create shortcuts for it.

You click on **File** on the toolbar.



After entering **File** , click the **Options** line to open the **Excel Options** function dialog box .



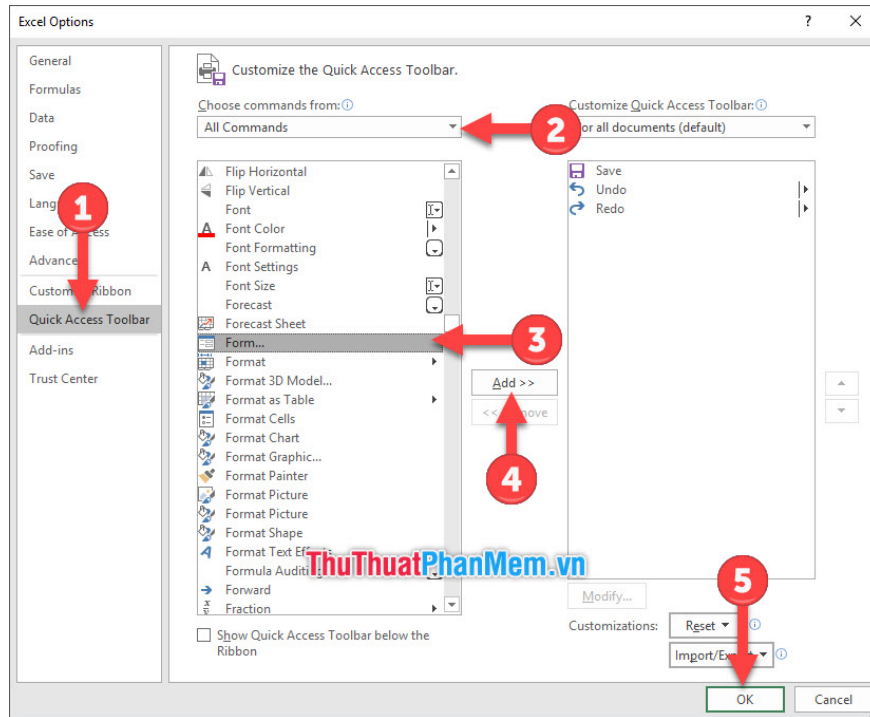
In the dialog box function **Excel Options** , you open the **Quick Access Toolbar** item because we will lead the Form to the quick function table of Excel.

Change the **Choose commands from section** to **All Commands** .

Then you scroll down the list below to find the **form** . The list of **Customize the Quick Access Toolbar** is arranged in alphabetical order, so you can find the function groups with the first F to find the **Form** easier.

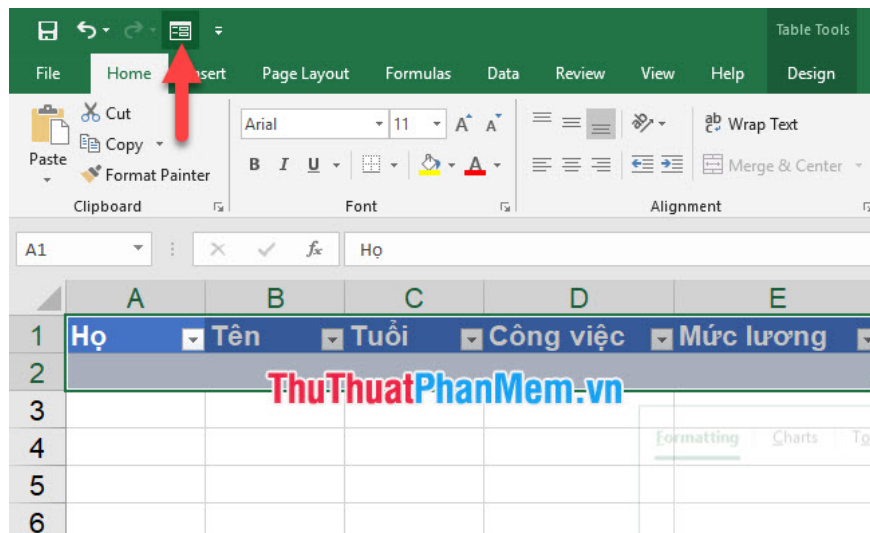
After finding the **form** , select it and then click **Add** next to the list. This will help you add the **Form** to the **Quick Access Toolbar** .

Finally click **OK** to confirm the last change of settings.

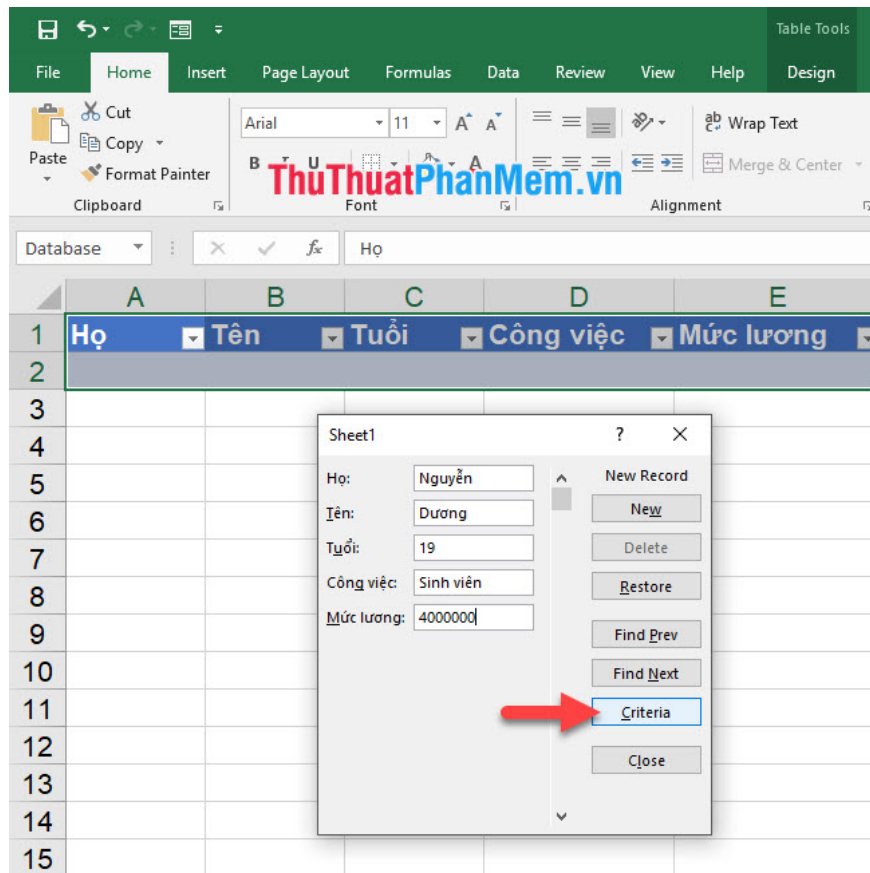


You will see the **Form** icon appear on the quick function panel in the corner of the Excel **Quick Access Toolbar** interface .

Click on it to enable the input **form** .



The input table will appear with the named fields, you just need to fill in the data for those fields. Then click on **Criteria** to insert that data into your existing data sheet.



Then to continue creating a new data, you can click on **New** .

The screenshot shows the Microsoft Excel interface with a data table. The table has the following data:

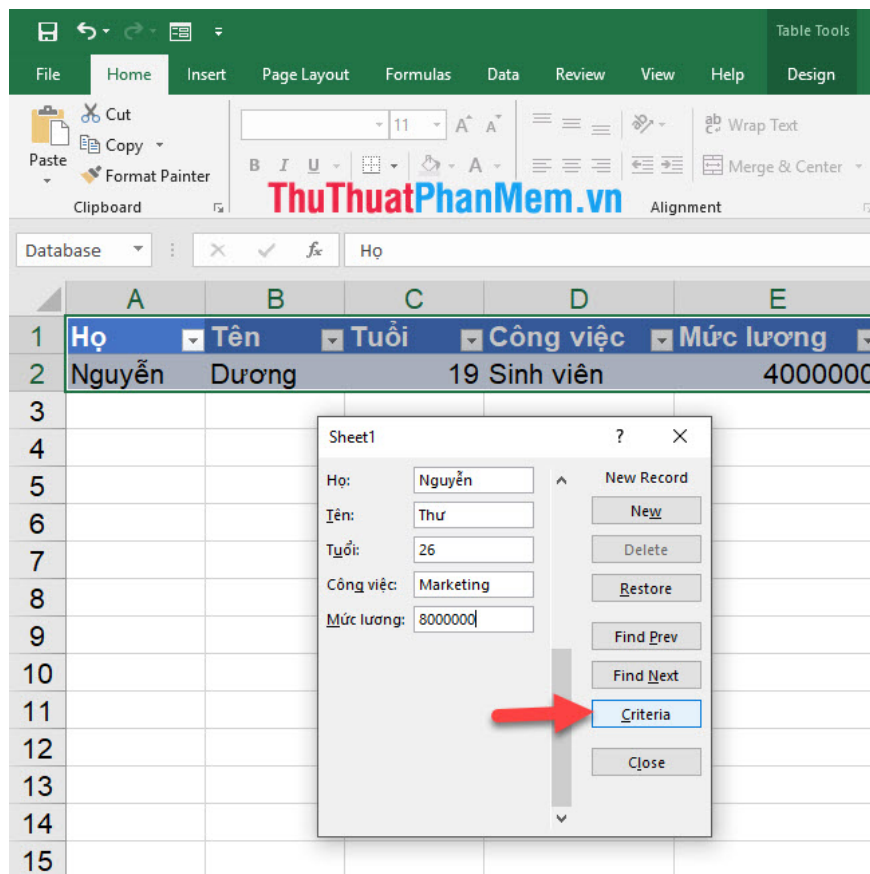
	Họ	Tên	Tuổi	Công việc	Mức lương
1					
2	Nguyễn	Dương	19	Sinh viên	4000000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

A dialog box titled "Sheet1" is open, showing the current record details and options to add, delete, or find records. A red arrow points to the "New" button.

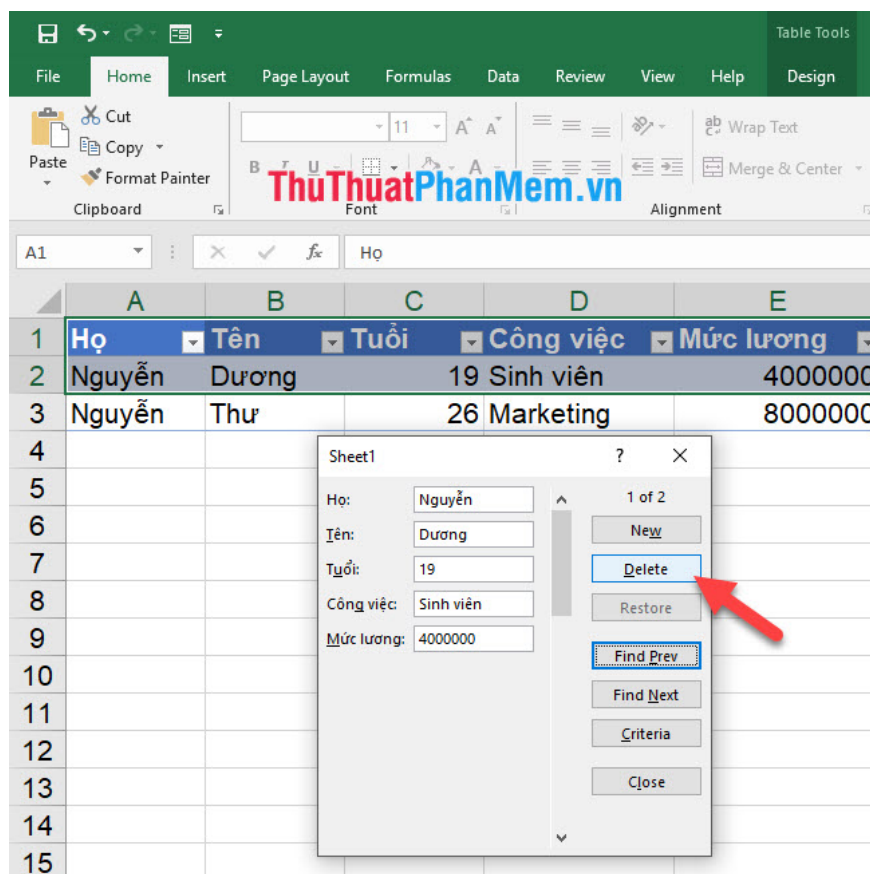
Họ:	Nguyễn
Tên:	Dương
Tuổi:	19
Công việc:	Sinh viên
Mức lương:	4000000

1 of 1  
New  
Delete  
Restore  
Find Prev  
Find Next  
Criteria  
Close

With the newly created line, you again enter the same data as above and click on **Criteria** to create a new data.



If you want to delete a data stream, you need to use **Find Prev** (move forward) and **Find Next** (move forward) to select the data line you want to delete. Then click on **Delete** to delete the data.



Thank you for reading the article of **TipsMake** on how to create a simple input form in Excel. Wish you can successfully implement this simple trick.

You finished reading the article "**Instructions on how to create input forms in Excel extremely fast and simple**" 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.