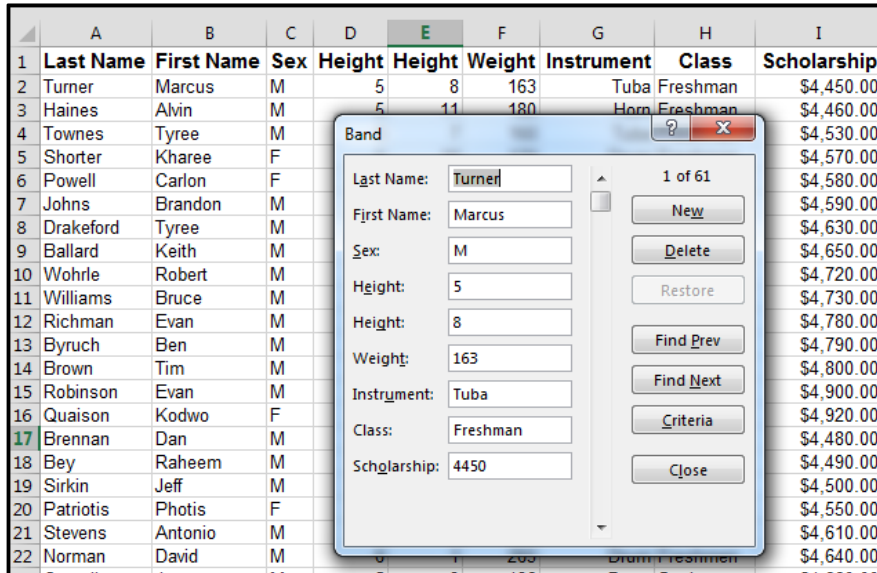


Microsoft Excel 2013: Using a Data Entry Form

Using Excel's built in data entry form is a quick and easy way to enter data into an Excel database. Using the form allows you to:

- start a new database table or to add new records to an existing one
- scroll through data records one at a time
- search for records containing specific information
- edit or delete individual records if necessary



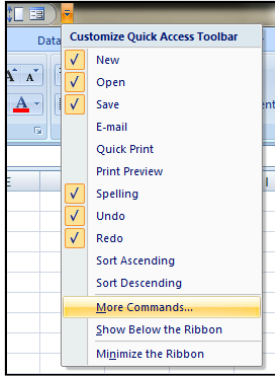
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Sex	Height	Height	Weight	Instrument	Class	Scholarship
2	Turner	Marcus	M	5	8	163	Tuba	Freshman	\$4,450.00
3	Haines	Alvin	M	5	11	180	Horn	Freshman	\$4,460.00
4	Townes	Tyree	M						\$4,530.00
5	Shorter	Kharee	F						\$4,570.00
6	Powell	Carlton	F						\$4,580.00
7	Johns	Brandon	M						\$4,590.00
8	Drakeford	Tyree	M						\$4,630.00
9	Ballard	Keith	M						\$4,650.00
10	Wohrle	Robert	M						\$4,720.00
11	Williams	Bruce	M						\$4,730.00
12	Richman	Evan	M						\$4,780.00
13	Byruch	Ben	M						\$4,790.00
14	Brown	Tim	M						\$4,800.00
15	Robinson	Evan	M						\$4,900.00
16	Quaison	Kodwo	F						\$4,920.00
17	Brennan	Dan	M						\$4,480.00
18	Bey	Raheem	M						\$4,490.00
19	Sirkin	Jeff	M						\$4,500.00
20	Patriotis	Photis	F						\$4,550.00
21	Stevens	Antonio	M						\$4,610.00
22	Norman	David	M						\$4,640.00

The data entry form is one of Excel's built in data tools. To use it all you need to do is provide the column headings to be used in your database, click on the Form button, and Excel will do the rest.

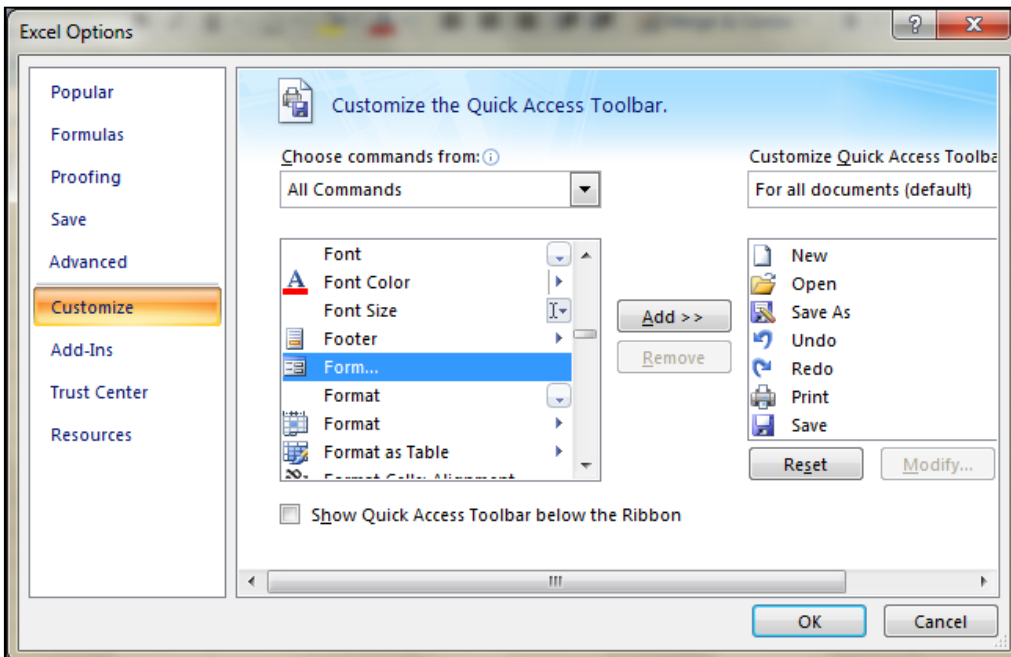
To make things more challenging, however, Microsoft chose not to include the Form button on the ribbon. The first step to using the data entry form, is, to add the Form button to the Quick Access Toolbar so that we can use it.

Add the Data Form to the Quick Access Toolbar

1. Click on down arrow at the end of the **Quick Access Toolbar** to open the drop down menu.
2. Choose **More Commands** from the list to open the **Customize the Quick Access Toolbar** dialog box.



3. Click on down arrow at the end of the **Choose commands from** to open the drop down menu.
4. Choose **All Commands** from the list to see all the commands available in the left hand pane.



5. Scroll through this alphabetical list to find the **Form** command.
6. Click on **Add** button between the command panes to add the Form command to the Quick Access Toolbar.
7. Click **OK**.
8. The **Form** button should now be added to the **Quick Access Toolbar**. This is a onetime operation. Once added, the Form button remains available on the Quick Access Toolbar every time you use Excel as shown below.



Adding Field Names to the Form

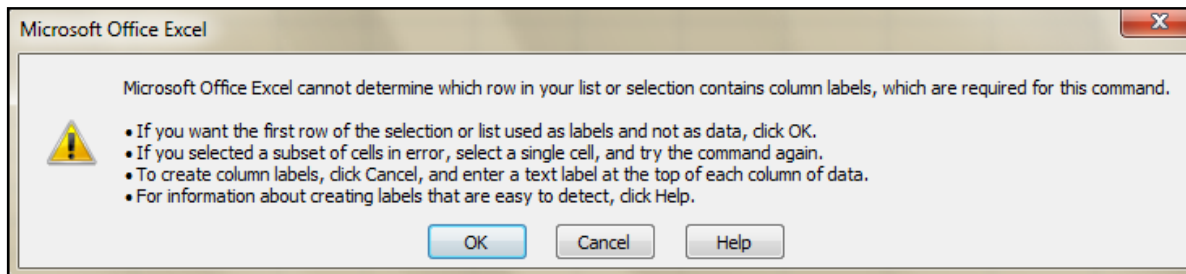
1. First we need to provide the column headings or field names to be used in our database.
2. The easiest way to add the field names to the form is to type them into cells in your worksheet on the first row. You can include up to 32 field names in the form.

	A	B	C	D	E
1	First Name	Last Name	Year	Program	ID
2					
3					
4					
5					

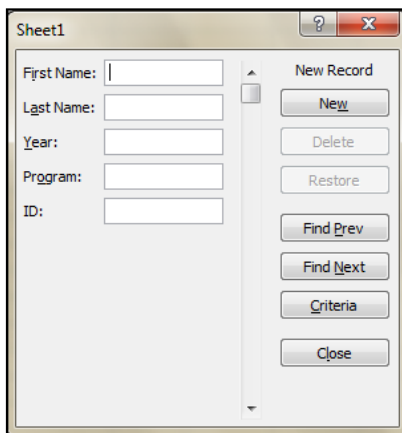
Opening the Data Entry Form

1. Click on cell A2 to make it the active cell.
2. Click on the Form button that was added to the Quick Access Toolbar in step one.
3. Clicking on the form button will bring up a message box from Excel containing a number of options related to adding headings to the form.

Since we have already typed in the field names we want to use as headings all we have to do is Click **OK** in the **Microsoft Office Excel** message box.

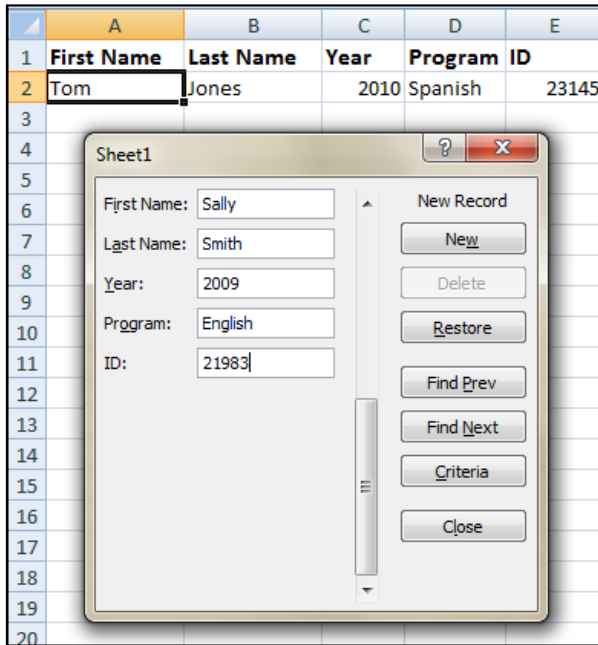


4. The form containing all of the field names should appear on the screen.



Adding Data Records Using the Form

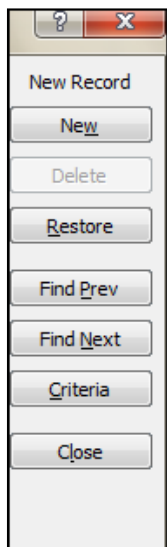
Once the data headings have been added to the form adding records to the database is simply a matter of typing in the data in the correct order into the form fields. Click **New** for each record.



Using the Form's Data Tools

A major problem with any database is maintaining the integrity of the data as the file grows size. This requires fixing data errors, updating individual records & deleting obsolete or duplicate records.

The data entry form contains several tools along the right hand side that makes it easy to find and correct or delete records from the database. These tools are:



The **Find Prev** and **Find Next** buttons - these allow you to scroll forward and back through the database one record at a time.

The **Delete** button - this is used to delete records from the database.

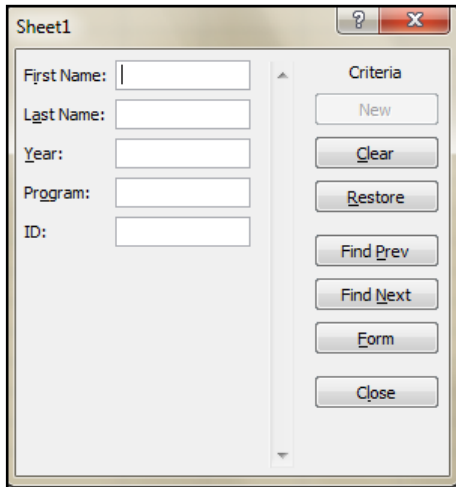
The **Restore** button - this can be used to undo changes to a record that is being edited. Occasionally, we make the wrong changes to a record or even edit the wrong record all together. If so, the restore button can be used to undo those changes.

Note: the restore button only works as long as a record is present in the form. As soon as you access another record or close the form, the restore button becomes inactive.

The **Criteria** button - allows you to search the database for records using one or more field names, such as name, age, or program. More below.

Searching for Records Using One Field Name with the Criteria

To start a search first open the Form then click on the **Criteria** button. Clicking on the **Criteria** button clears all the form fields but does not remove any data from the database. Type in data you are searching for then click on the **Find Next** button. Click on the **Find Next** button a second and third time to search within the data and they will appear one after the other. Click on **Criteria** to clear those results to type in your next Criteria to search for.



The image shows a window titled "Sheet1" with a search interface. On the left, there are five input fields labeled "First Name:", "Last Name:", "Year:", "Program:", and "ID:". On the right, there is a "Criteria" panel containing several buttons: "New", "Clear", "Restore", "Find Prev", "Find Next", "Form", and "Close".

Searching for Records Using Multiple Field Names

The Criteria button allows you to search the database for records using one or more field names such as name, year, ID or program.

Click on the **Criteria** button in the form.

Click on the **Find Next** button.

Click on the **Find Next** button an again to find other data in the sheet to match.

When you have finished using the **Criteria** click on the **Form** button to go back to adding any data as needed.