

Information Sheet No. 1

Building Database

Add, edit, find, and delete rows by using a data form

A data form provides a convenient means to enter or display one complete row of information in a range or table without scrolling horizontally. You may find that using a data form can make data entry easier than moving from column to column when you have more columns of data than can be viewed on the screen. Use a data form when a simple form of text boxes that list the column headings as labels is sufficient and you don't need sophisticated or custom form features, such as a list box or spin button.

The screenshot shows a Microsoft Excel data form window titled "Customers". The form contains ten text input fields for customer information: Customer ID (LINOD), Company Name (LINO-Delicatessen), Contact Name (Felipe Izquierdo), Contact Title (Owner), Address (Ave. 5 de Mayo Portlamar), City (I. de Margarita), Region (Nueva Esparta), Postal Code (4980), Country (Venezuela), Phone ((8) 34-56-12), and Fax ((8) 34-93-93). To the right of the input fields is a vertical toolbar with buttons for navigating through records (New, Delete, Restore, Find Prev, Find Next, Criteria) and closing the form (Close). A status bar at the top right indicates "47 of 91".

Create a data form

1. If necessary, add a column header to each column in the range or table. Excel uses these column headers to create labels for each field on the form.

IMPORTANT Make sure that there are no blank lines in the range of data.

2. Click a cell in the range or table to which you want to add the form.
3. To add the **Form** button to the **Quick Access Toolbar**, do the following:
 - a. Click the arrow next to the **Quick Access Toolbar**, and then click **More Commands**.
 - b. In the **Choose commands from** box, click **All Commands**, and then select the **Form** button in the list.
 - c. Click **Add**, and then click **OK**.
4. On the **Quick Access Toolbar**, click **Form** .

Use a data form

You can use a data form to add, find, change, and delete rows in a range or table.

Add a new row of data

1. In the data form, click **New**.
2. Type the data for the new row.

To move to the next field in the row, press TAB. To move to the previous field, press SHIFT+TAB.

3. After you have finished typing data, press ENTER to add the row to the bottom of the range or table.

Find a row by navigating

Do one or more of the following:

- To move through rows one at a time, use the scroll bar arrows in the data form.
- To move through 10 rows at a time, click the scroll bar in the area between the arrows.
- To move to the next row in the range or table, click **Find Next**.
- To move to the previous row in the range or table, click **Find Prev**.

Find a row by entering search criteria

1. Click **Criteria**, and then enter the comparison criteria in the data form.

All items that begin with the comparison criteria are filtered. For example, if you type the text **Dav** as a criterion, Excel finds "Davidovski" and "Davis." To find text values that share some characters but not others, use a wildcard character as your criterion.

The following wildcard characters can be used as comparison criteria for filters, and when you search for and replace content.

Use	To find
? (question mark)	Any single character For example, sm?th finds "smith" and "smyth"
* (asterisk)	Any number of characters For example, *east finds "Northeast" and "Southeast"
~ (tilde) followed by ?, *, or ~	A question mark, asterisk, or tilde For example, fy91~? finds "fy91?"

1. To find rows that match the criteria, click **Find Next** or **Find Prev**.
2. To return to the data form so that you can add, change, or delete rows, click **Form**.

Change data in a row

1. Find the row that you want to change.

For more information, see the sections [Find a row by navigating](#) and [Find a row by entering search criteria](#).

2. Change the data in the row.

To move to the next field in the row, press TAB. To move to the previous field, press SHIFT+TAB.

3. After you finish changing data, press ENTER to update the row.

Excel automatically moves to the next row.

Delete a row

1. In the data form, find the row that you want to delete.

For more information, see the sections [Find a row by navigating](#) and [Find a row by entering search criteria](#).

2. Click **Delete**.

Close a data form

To close the data form and return to the worksheet, click **Close**.