

## 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.



#### 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.
- 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

- 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?"

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

### Change data in a row

- 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](#).
- 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.
- After you finish changing data, press ENTER to update the row.  
Excel automatically moves to the next row.

### Delete a row

- 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](#).
- Click **Delete**.

### Close a data form

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