

# Data Form in Excel

The data form in Excel allows you to add, edit and delete records (rows) and display only those records that meet certain criteria. Especially when you have wide rows and you want to avoid repeated scrolling to the right and left, the data form can be useful.

1. Open the downloadable Excel file.

	A	B	C	D	
1	<b>Last Name</b>	<b>Sales</b>	<b>Product Type</b>	<b>Company</b>	<b>Contact</b>
2	Smith	\$1,675.00	EEE-312	Wok N Roll	Adams
3	Johnson	\$1,480.00	DC-1	Wok N Roll	Rogers
4	Williams	\$1,064.00	EE-2	Peace A Pizza	Evans
5	Jones	\$1,390.00	DF-3	Kung Food	Webb
6	Brown	\$4,865.00	EEE-45	Peace A Pizza	Fields
7	Williams	\$1,243.00	FD-2	Kung Food	Mccoy
8	Johnson	\$9,339.00	DC-1	Kung Food	Hansen
9	Smith	\$1,891.00	EEE-312	Wok N Roll	Hamilton
10	Jones	\$9,213.00	FG-5	Wok N Roll	Woods
11	Jones	\$7,433.00	DF-7	Kung Food	Cunningham
12	Brown	\$3,255.00	FD-2	Pancakes on the Rocks	Myers
13	Williams	\$1,486.00	A-34	Wok N Roll	Ford
14	Williams	\$1,930.00	A-34	Pancakes on the Rocks	Edwards
15	Smith	\$9,698.00	F-3334	Peace A Pizza	Murphy
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2. Add the Form command to the Quick Access Toolbar.

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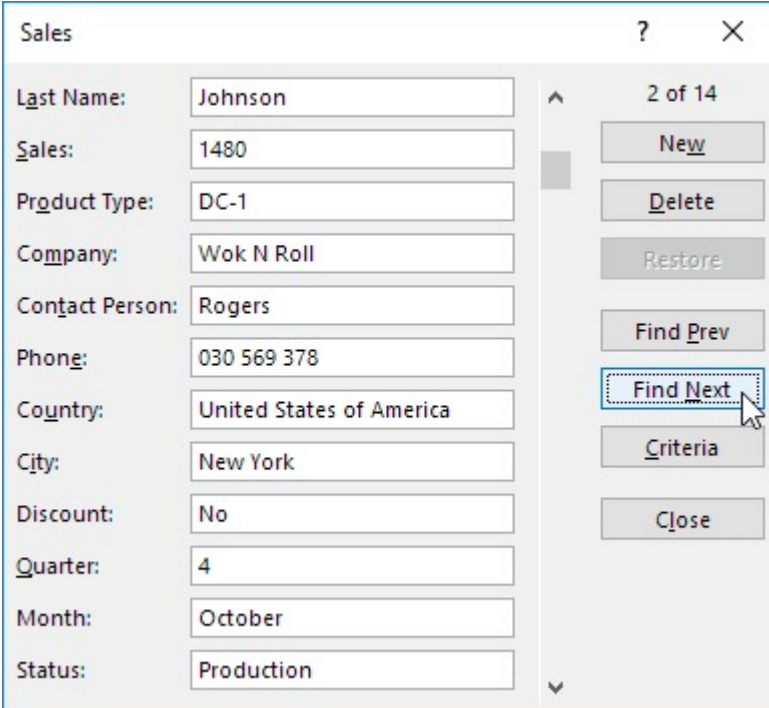
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3. Click the Form command.

4. Use the Find Prev and Find Next buttons to easily switch from one record (row) to another.

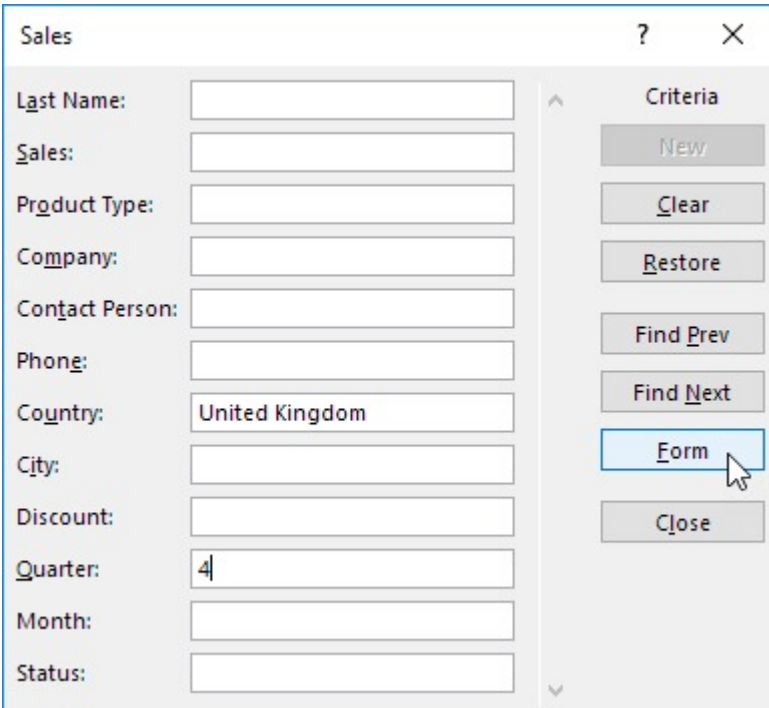


The screenshot shows a 'Sales' form window with a title bar containing a question mark and a close button. The form is divided into two main sections. The left section contains a list of fields with their corresponding values: Last Name: Johnson, Sales: 1480, Product Type: DC-1, Company: Wok N Roll, Contact Person: Rogers, Phone: 030 569 378, Country: United States of America, City: New York, Discount: No, Quarter: 4, Month: October, and Status: Production. The right section contains a vertical stack of buttons: '2 of 14' (indicating the current record), 'New', 'Delete', 'Restore', 'Find Prev', 'Find Next' (which is highlighted with a dashed blue border and a mouse cursor), 'Criteria', and 'Close'. A vertical scrollbar is located between the two sections.

Note: use the New or Delete button to add or delete records. Once you start editing a record, you can use the Restore button to undo any changes you make.

5. To display only those records that meet certain criteria, click the Criteria button.

6. Enter the criteria and click the Form button.



The screenshot shows the 'Sales' form window with the 'Criteria' dialog box open. The dialog box has a title bar with a question mark and a close button. It contains a list of fields for entering criteria: Last Name, Sales, Product Type, Company, Contact Person, Phone, Country (which has 'United Kingdom' entered), City, Discount, Quarter (which has '4' entered), Month, and Status. To the right of the fields is a vertical stack of buttons: 'Criteria' (the active button), 'New', 'Clear', 'Restore', 'Find Prev', 'Find Next', 'Form' (which is highlighted with a dashed blue border and a mouse cursor), and 'Close'. A vertical scrollbar is located between the fields and the buttons.

7. Now, when you use the Find Prev and Find Next buttons, you will only see those records that meet these criteria. In our example, only record 13.



This is a partial screenshot of the 'Sales' form window, showing only the title bar with a question mark and a close button, and the first few fields: Last Name, Sales, and Product Type.

Last Name:	Williams	13 of 14 New Delete Restore Find Prev Find Next Criteria Close
Sales:	1930	
Product Type:	A-34	
Company:	Pancakes on the Rocks	
Contact Person:	Edwards	
Phone:	050 958 917	
Country:	United Kingdom	
City:	London	
Discount:	Yes	
Quarter:	4	
Month:	December	
Status:	Transport	

Note: to edit the criteria, click the Criteria button again. To close the data form, click the Close button.

Tip: use VBA to create awesome [Userforms](#) in Excel.

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