



# 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	E
1	Last Name	Sales	Product Type	Company	Contact
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	Cunning
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
16					

2. Add the Form command to the Quick Access Toolbar.

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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.

Sales

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
Status:	Production

? X
  
^ 2 of 14 ▼
  
New Delete Restore
  
Find Prev Find Next Criteria
  
Close

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.

Sales

Last Name:	
Sales:	
Product Type:	
Company:	
Contact Person:	
Phone:	
Country:	United Kingdom
City:	
Discount:	
Quarter:	4
Month:	
Status:	

? X
  
Criteria ^ ▼
  
New Clear Restore
  
Find Prev Find Next Form
  
Close

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.

Sales

? X

Last Name:	Williams	13 of 14
Sales:	1930	<a href="#">New</a>
Product Type:	A-34	<a href="#">Delete</a>
Company:	Pancakes on the Rocks	<a href="#">Restore</a>
Contact Person:	Edwards	<a href="#">Find Prev</a>
Phone:	050 958 917	<a href="#">Find Next</a>
Country:	United Kingdom	<a href="#">Criteria</a>
City:	London	<a href="#">Close</a>
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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- Filter

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- Number and Text Filters

- Date Filters
- Advanced Filter
- Data Form
- Remove Duplicates
- Outlining Data
- Subtotal
- Unique Values
- FILTER function

## ⤵ Download Excel File

- [data-form.xlsx](#)

## Next Chapter

- Conditional Formatting

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- 2. Basics
- 3. Functions
- 4. Data Analysis
- 5. VBA

