

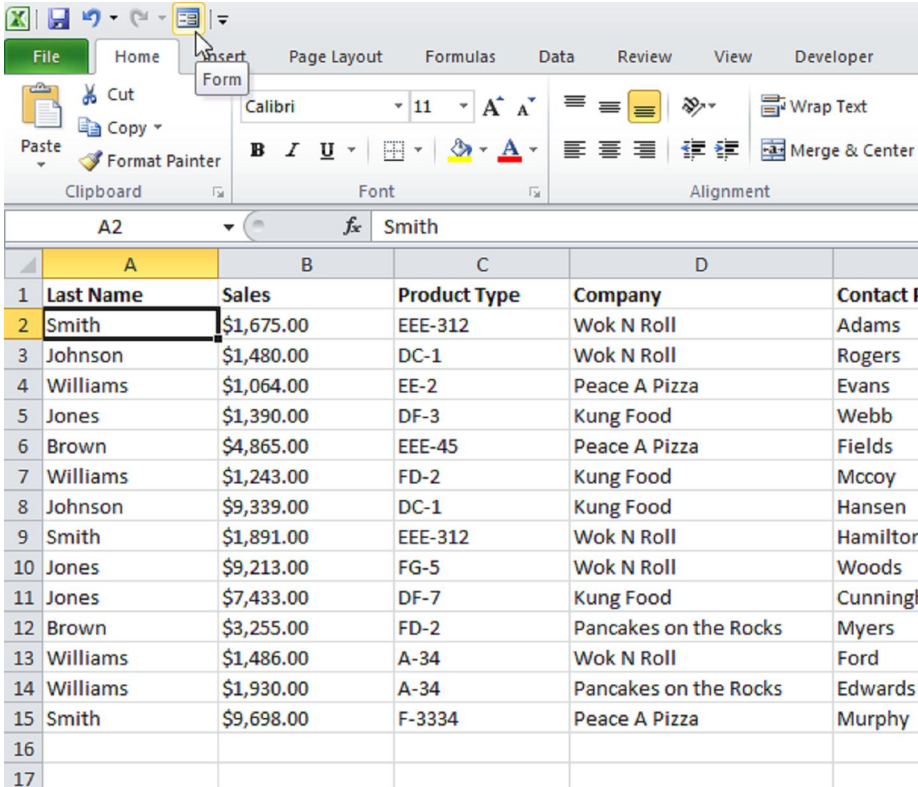
Data Form

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The data form 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.
2. Click the Form command on the [Quick Access Toolbar](#).



	A	B	C	D	
1	Last Name	Sales	Product Type	Company	Contact Name
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	Hamiltor
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
16					
17					

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

Chapter

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Download Excel File

[data-form.xlsx](#)

Follow Excel Easy



The 'Sales' form displays the following data:

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

On the right side, the 'Find Next' button is highlighted with a mouse cursor. Other buttons include New, Delete, Restore, Find Prev, Criteria, and Close. The status '2 of 14' is shown at the top right.

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.

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

5. Enter the criteria and click the Form button.

The 'Sales' form is now in 'Criteria' mode. The 'Country' field is set to 'United Kingdom'. The 'Form' button is highlighted with a mouse cursor. Other buttons include New, Clear, Restore, Find Prev, Find Next, and Close. The status 'Criteria' is shown at the top right.

6. 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.

The 'Sales' form displays the following data:

Last Name:	Williams
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

The 'Find Next' button is highlighted with a mouse cursor. Other buttons include New, Delete, Restore, Find Prev, Criteria, and Close. The status '13 of 14' is shown at the top right.

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

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