How to Create a Data Entry Form in Excel

1. Turn your data into an Excel table
2. click anywhere in your data, then use CTRL + T
3. You must add the Form button to the Quick Access toolbar
4. Click on File 🡪 Options
5. Click on Quick Access Toolbar
6. select Commands Not in the Ribbon
7. on the left side, scroll down to Form
8. click on Add
9. click on OKAY
10. Be sure you are clicked on one of the cells of your table, then click the Form button
11. For a new Record, type your data into the Form interface, then hit the ENTER key
12. To search for something, click on the CRITERIA button

**The buttons on the form**

**New:** This will clear any existing data in the form and allows you to create a new record.

**Delete:** This will allow you to delete an existing record.

**Restore:** If you’re editing an existing entry, you can restore the previous data in the form (if you haven’t clicked New or hit Enter).

**Find Prev:** This will find the previous entry.

**Find Next:** This will find the next entry.

**Criteria:** This allows you to find specific records.

**Close:** This will close the form.

**Scroll Bar:** You can use the scroll bar to go through the records.

**Add Data Validation to Your Form**

You can use data validation in cells to make sure the data entered conforms to a few rules.

For example, if you want to make sure that the date column only accepts a date during data entry, you can create a [data validation](https://trumpexcel.com/learn-all-about-data-validation-in-excel/) rule to only allow dates.

If a user enters a data that is not a date, it will not be allowed and the user will be shown an error.

Here is how to create these rules when doing data entry:

1. Select the cells (or even the entire column) where you want to create a data validation rule. In this example, I have selected column A.
2. Click the Data tab.
3. Click the Data Validation option.
4. In the ‘Data Validation’ dialog box, within the ‘Settings’ tab, select ‘Date’ from the ‘Allow’ drop down.
5. Specify the start and the end date. Entries within this date range would be valid and rest all would be denied.
6. Click OK.