

Data Entry Form

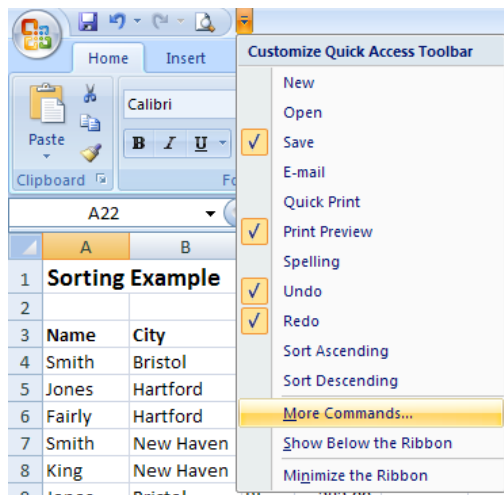
by Dick Evans

When entering data into an Excel worksheet, simply go to the bottom of the worksheet (Ctrl+End) and start typing. This example uses the sorting example workbook as data. It does not matter what order the data is in.

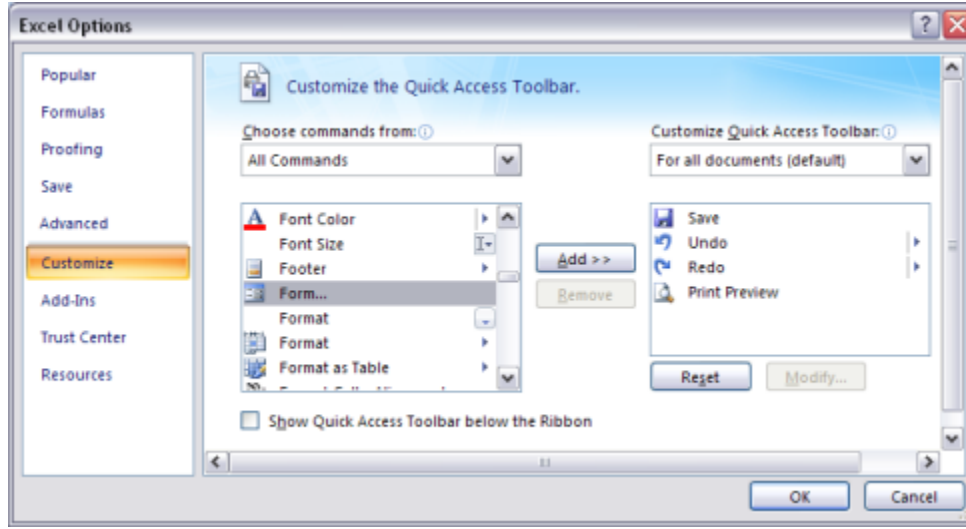
1. Open the **sorting example** workbook in Excel

	A	B	C	D
1	Sorting Example			
2				
3	Name	City	State	Amount
4	Smith	Bristol	CT	415.00
5	Jones	Hartford	CT	437.00
6	Fairly	Hartford	CT	368.00
7	Smith	New Haven	CT	323.00
8	King	New Haven	CT	135.00
9	Jones	Bristol	RI	282.00
10	Capps	Coventry	RI	355.00
11	King	Coventry	RI	195.00
12	Fairly	Cranston	RI	472.00
13	Capps	Cranston	RI	286.00
14	King	Cumberland	RI	422.00
15	Smith	Cumberland	RI	369.00
16	Smith	Johnston	RI	347.00
17	Jones	Johnston	RI	206.00
18	Fairly	Newport	RI	175.00
19	Capps	Newport	RI	126.00
20	Jones	Warwick	RI	500.00
21	Fairly	Warwick	RI	158.00
22				

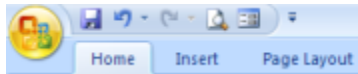
There is another way, however it is not included on any ribbon in Excel 2007. The command must be added to the Quick Access Toolbar.



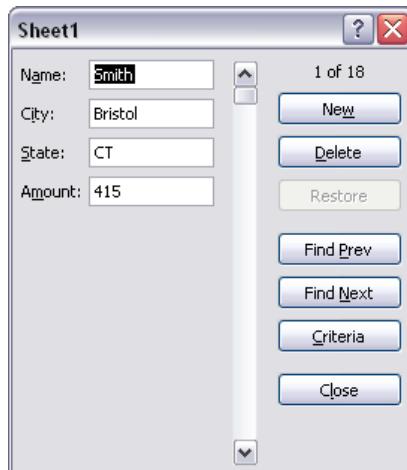
2. Pull down the **Quick Access Toolbar Customize** list, and then select **More Commands...**



3. Select **All commands**, then choose **Form...**, click **Add**, and then **OK**



4. The command adds to the Quick Access Toolbar. **Click it.**



A form for this worksheet (named the same name as the worksheet tab) displays. To add a new entry, click New and type in the available fields. To change existing data, click in the field to be modified and type. Experiment with the other options to see how easy they are to use.