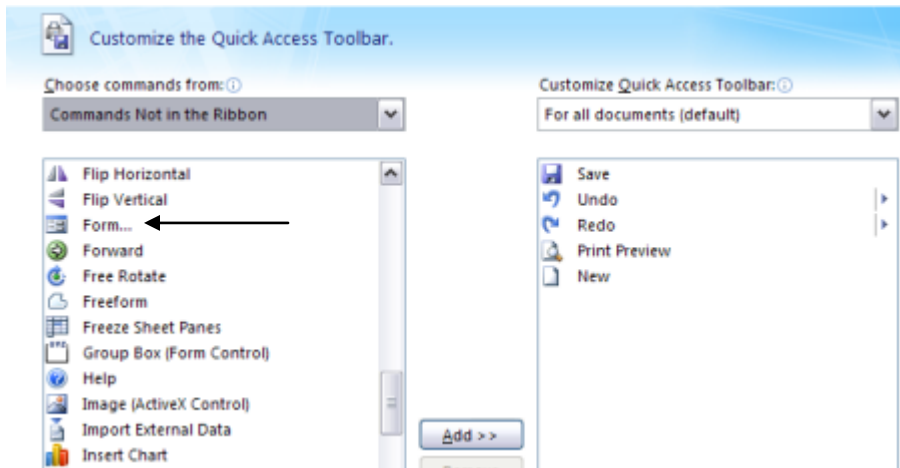


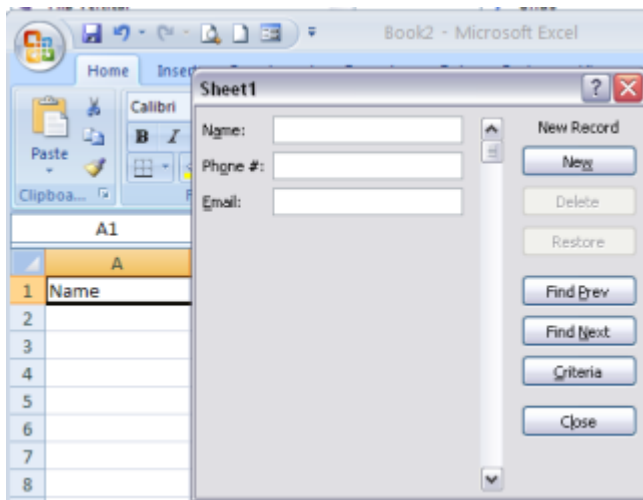
Entering Data with Forms



Excel 2003 included a form selection for entering data that is absent from Excel 2007. It is not totally gone and can be added to the QAT (Quick Access Toolbar). Office > Excel Options > Customize, then choose Commands Not in the Ribbon, locate and click on Form..., and then click the Add button to add the Form button to the QAT.



Click OK and locate the form button.



Select the data (row of titles for an empty data set) and then click the Form button. The data entry form appears. Each time data is typed and New is pressed, a new row of data is added to the worksheet. When done, click Close.