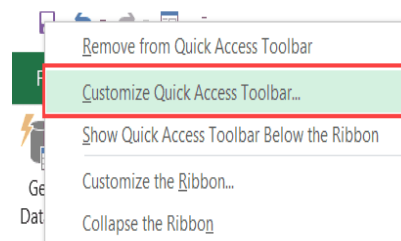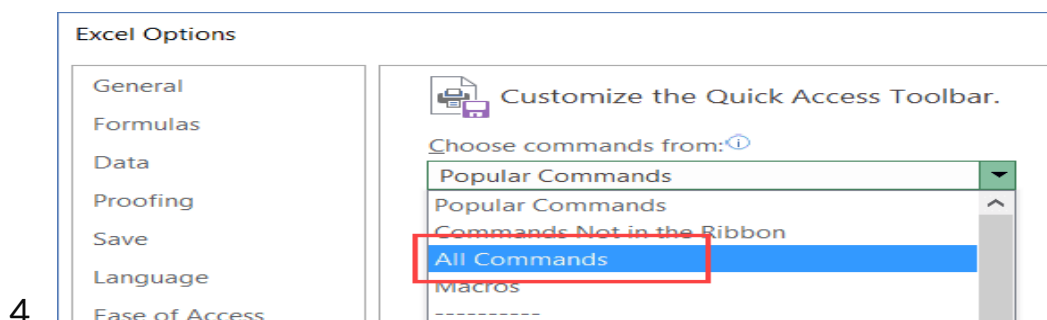# Adding Data Entry Form Option to Quick Access Toolbar

Below are the steps to add the data entry form option to the Quick Access Toolbar:

1. Right-click on any of the existing icons in the Quick Access Toolbar.
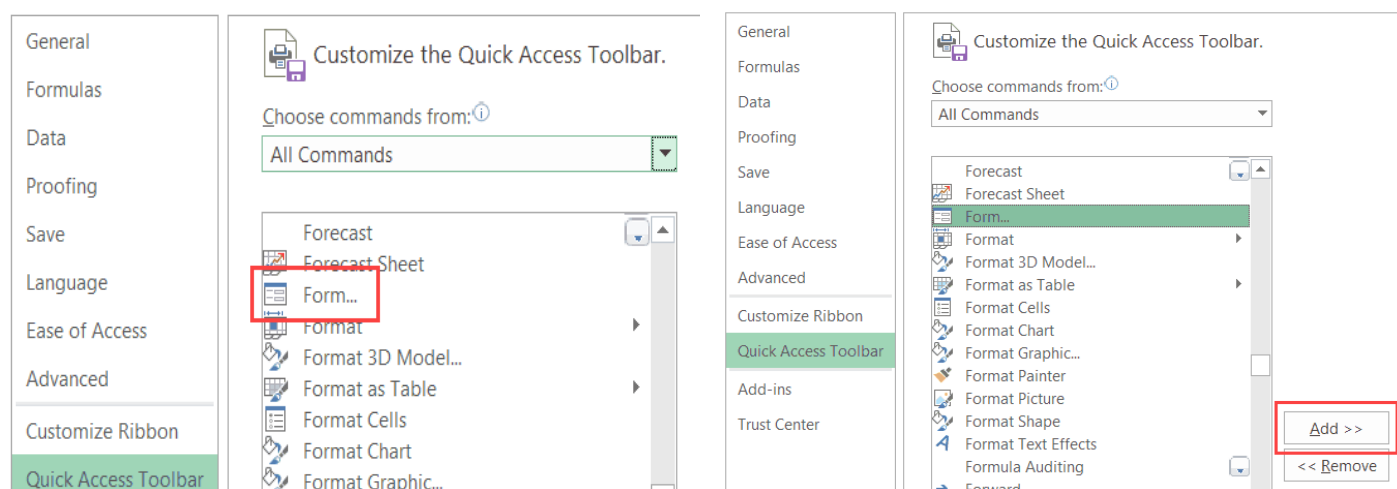
2. Click on 'Customize Quick Access Toolbar'.

3. In the 'Excel Options' dialog box that opens, select the 'All Commands' option from the drop-down.
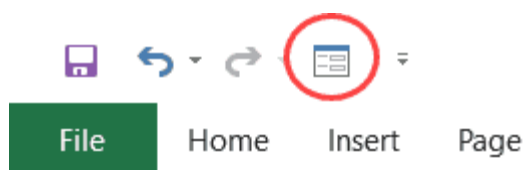
4.

5. Scroll down the list of commands and select 'Form'.

6. Click on the 'Add' button.

7. Click OK.

The above steps would add the Form icon to the Quick Access Toolbar (as shown below).

Once you have it in QAT, you can click any cell in your dataset (in which you want to make the entry) and click on the Form icon.

Note: For Data Entry Form to work, your data should be in an Excel Table. If it isn't already, you'll have to convert it into an Excel Table (keyboard shortcut – Control + T).

Parts of the Data Entry Form

A Data Entry Form in Excel has many different buttons (as you can see below).

Here is a brief description of what each button is about:

- **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. For example, if I hit the Delete key in the above example, it will delete the record for Mike Banes.
- **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. For example, if I am looking for all the records, where the candidate was Hired, I need to click the Criteria button, enter 'Hired' in the Status field and then use the find buttons. Example of this is covered later in this tutorial.
- **Close**: This will close the form.
- **Scroll Bar**: You can use the scroll bar to go through the records.

Now let's go through all the things you can do with a Data Entry form in Excel.