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Data entry can sometimes be a big part of using Excel. With near endless cells, it can be hard for the person inputting data to know where to put what data. A data entry form can solve this problem and help guide the user to input the correct data in the correct place. Excel has had VBA user forms for a long time, but they are complicated to set up and not very flexible to change. In this blog post, we're going to explore 5 easy ways to create a data entry form for Excel. Video Tutorial Excel Tables We've had Excel tables since Excel 2007. They're perfect data containers and can be used as a simple data entry form. Creating a table is easy. Select the range of data including the column headings. Go to the Insert tab in the ribbon. Press the Table button in the Tables section. We can also use a keyboard shortcut to create a table. The Ctrl + T keyboard shortcut will do the same thing. Make sure the Create Table dialog box has the My table has headers option checked and press the OK button. We now have our data inside an Excel table and we can use this to enter new data. To add new data into our table we can start typing a new entry into the cells directly below the table and the table will absorb the new data. We can use the Tab key instead of Enter while entering our data. This will cause the active cell cursor to move to the right instead of down so we can add the next value into our record. When the active cell cursor is in the last cell of the table (lower right cell), pressing the Tab key will create a new empty row in the table ready for the next entry. This is a perfect and simple data entry form. Data Entry Form Excel actually has a hidden data entry form and we can access it by adding the command to the Quick Access Toolbar. Add the form command to the Quick Access Toolbar. Right click anywhere on the quick quick access toolbar. Select Customize Quick Access Toolbar from the menu options. This will open up the Excel option menu on the Quick Access Toolbar tab. Select Commands Not in the Ribbon. Select Form from the list of available commands. Press F to jump to the commands starting with F. Press the Add button to add the command into the quick access toolbar. Press the OK button. We can then open up data entry form for any set of data. Select a cell inside the data which we want to create a data entry form with. Click on the Form icon in the quick access toolbar area. This will open up a customized data entry form based on the fields in our data. Microsoft Forms If we need a simple data entry form, why not use Microsoft Forms? This form option will require our Excel workbook to be saved into SharePoint or OneDrive. The form will be in a browser and not in Excel, but we can link the form to an Excel workbook so that all the data goes into our Excel table. This is a great option if multiple people or people outside our organization need to input data into the Excel workbook. We need to create a Form for Excel in either SharePoint or OneDrive. Go to a SharePoint document library or a OneDrive folder where the Excel workbook is going to be saved. Click on New and then choose Forms for Excel. This will prompt us to name the Excel workbook and open up a new browser tab where we can build our form by adding different types of questions. We first need to create the Form and this will create the table in our Excel workbook where the data will get populated. Then we can share the form with anyone we want to input data into Excel. When a user enters data into the form and presses the submit button, that data will automatically show up into our Excel workbook. Power Apps Power Apps is a flexible drag and drop formula based app building platform from Microsoft. We can certainly use it to create a data entry form for our Excel data. In fact, if we have a table of data set up, Power Apps will create the app for us based on our data. It can't be any easier than that. Sign in to the powerapps.microsoft.com service → go to the Create tab in the navigation pane → select Excel Online. We'll then be prompted to sign in to our SharePoint or OneDrive account where our Excel file is saved to select the Excel workbook and table with our data. This will generate us a fully functional three screen data entry app. We can search and view all the records in our Excel table in a scroll-able gallery. We can view an individual record in our data. We can edit an existing record or add new records. This is all connected to our Excel table, so any changes or additions from the app will show up in Excel. Power Automate Power Automate is a cloud based tool for automating task between apps. But we can use the button trigger to make an automation that captures user input and adds the data into an Excel table. We'll need to have our Excel workbook saved in OneDrive or SharePoint and have a table already setup with the fields we want to populate. To create our Power Automate data entry form. Go to www.microsoft.com and sign in. Go to the Create tab. Create an Instant flow. Give the flow a name. Choose the Manually trigger a flow option as the trigger. Press the Create button. This will open up the Power Automate builder and we can build our automation. Click on the Manually trigger a flow block to expand the trigger's options. This is where we'll find the ability to add input fields. Click on the Add an input button. This will give us options to add a few different types of input fields including Text, Yes/No, Files, Email, Number and Dates. Rename the field to something descriptive. This will help the user know what type of data to input when they run this automation. Click on the three ellipses to the right of each field to change the input options. We'll be able to Add a drop-down list of option, Add a multi-select list of options, Make the field optional or Delete the field from this menu. After we have added all our input fields, we can now add a New step to the automation. Search for the Excel connector and add the Add a row into a table action. If you're on an Office 365 business account, use the Excel Online (Business) connectors, otherwise use the Excel Online (OneDrive) connectors. Now we can set up our Excel Add a row into a table step. Navigate to the Excel file and table where we are going to be adding data. After selecting the table, the fields in that table will appear listed and we can add the appropriate dynamic content from the Manually trigger a flow trigger step. Now we can run our Flow from the Power Automate service. Go to My flows in the left navigation pane. Go to the My flows tab. Find the flow in the list of available flows and click on the Run button. A side pane will pop up with our inputs and we can enter our data. Click Run flow. We can also run this from our mobile device with the Power Automate apps. Go to the Buttons section in the app. Press on the flow to run. Enter the data inputs in the form. Press on the DONE button in the top right. Whichever way we run the flow, a few seconds later the data will appear in our Excel table. Conclusions Whether we require a simple form or something more complex and customisable, there is a solution for our data entry needs. We can quickly create something inside our workbook or use an external solution that connects to and loads data into Excel. We can even create forms that people outside our organization can use to populate our spreadsheets. Let me know in the comments what is your favourite data entry form option. The article shows some templates of how to make a fillable form in Excel. This is very useful to store data on official and business activities. Also, fillable forms can be useful for surveys, online orders, job application forms, etc. In this article, I'll show you some effective templates which will be easy and simple for you to use in the practical field. The following image shows you the 1st template that I created. Download Free Templates Making Fillable Form.xlsx 5 Examples to Make a Fillable Data Entry Form in Excel 1. Making an Excel Fillable Form for Employee Information If you want basic information from an employee, it can be very easy for him/her to put them in the fillable form of this section. Suppose your name is Shawn and you are a Full Time employee. You have some other colleagues. We put some necessary information in Sheet2 of the workbook. We also stored some important named ranges in that sheet. Please download the file and observe Sheet2 before you go through the description below. Steps: First, make a rough template like the following picture. This doesn't contain any formula or code. You can insert rows or columns of your choice too. You can see that the image contains some Check Boxes. To insert them, go to Developer >> Insert >> Check Box icon from Form Control. Put them in the name column same as the above picture. Now we are going to create some Data Validation lists. First, we are making a list for the Employee Status. To create the list, go to Data >> Data Validation. Select List from the Allow: section and type the Statuses in the Source. Click OK. After that, create another list for the Year of Birth. Keep in mind that we used a named range for the year from Sheet2. Similarly, we created a Data Validation list for the Service Duration of the employees. Now type the following formula in cell B7 and press ENTER. The formula has some named ranges Part_Timer, Full_Timer, and Contractual which you can find in Sheet2 of the workbook. =IF(B4="Part-Time",Part_Timer,IF(B4="Full-Time",Full_Timer,IF(B4="Contractual",Contractual,""))) This formula uses the IF Function and it will return the names of employees based on their status. If no status is selected, it will return nothing. After that, type the following formula in cell C7. =IF(B4="Part-Time",Residence_2,IF(B4="Full-Time",Residence_1,IF(B4="Contractual",Residence_3,""))) This formula will also return the residences of selected employees based on their status. This formula also has named ranges Residence_1, Residence_2 and Residence_3 from Sheet2. Now make a list for the supervisor's name. The Source reference can be found in Sheet2. After that, type the following formula in cell C15. =IF(C14="",VLOOKUP(C14,Table1,2,FALSE)) The formula uses the IF and VLOOKUP Functions and it will return the Designation of the supervisor based on a name. You can find their name in a table of Sheet2. Again, write down this formula in cell C16 and press ENTER. =IF(C14="",VLOOKUP(C14,Table1,3,FALSE)) This will return the Department of your supervisor based on his name. Now your fillable form is set. If you want to put more data, you can use a similar formula or named ranges or a Data Validation list. In case you are wondering what's in Sheet2, here's an image of it. You can see the named ranges in the top left of this image. Check the named ranges in the downloaded file if you want. The Year column has more data below, I could not take the full screenshot because of space. Now let's see how this fillable form Insert your status from the Data Validation list. You will see the names of your fellow employees based on their statuses. Select your year of birth and put a tick in the Check Box beside your name. Your residence will be automatically updated beside your name. Fill the other fields on your own. Finally, you are able to make a fillable form to store the employee information. Read More: How to Create Data Entry Form with Drop Down List in Excel (2 Methods) Similar Readings 2. Creating a Fillable Data Entry Form in Excel Here, I'll show you how to create a fillable form for data entry with the help of a built-in Excel command. Please go through the following description for a better understanding. Steps: First, type some headings like the following picture. Select the Heading row and convert it to a table. After that, go to the File After that, select Customized Ribbons >> Insert (You can choose any other tab too) >> New Group >> Rename... Give your group a name. I gave it 'Insert Form'. Later, click OK. After that, select Commands Not in the Ribbon from the 'Choose Command from' section. Select Form and add it to the Insert Form group that you created. Click OK. Now, select the header row and go to Insert >> Form A dialog box will show up. Put the employee data in it and click on New. By doing this, you add this employee data in the table. Enter another data and click New. Finally, you will see this data also appear in the table. Thus you can make a fillable data entry file in Excel. Read More: Types of Data Entry in Excel (A Quick Overview) 3. Making Fillable Form from Available Templates of Excel The easiest way to use a fillable form in Excel is to use a built-in template. There are tons and tons of fillable form templates in the Microsoft Excel store. Please read the description below. Steps: First, go to the File tab. After that, go to New and search form in the Search Bar. Press ENTER to search and you will find a lot of templates. Select any of them according to your convenience. I selected Small business profit and loss statement After that, you will see your template being downloaded. You can use it after the download. Thus you can use a fillable form from the Excel store. 4. Use of Microsoft OneDrive to Make Fillable Form You can also use Microsoft Office to make fillable forms. Say you made a fillable form in OneDrive, but you can still use it in Excel as a fillable form. Let's go through the procedure below. Steps: First, go to your OneDrive account and select New >> Forms for Excel After that, give your form a name. Later, add a section by clicking Add new. You will see some form options after that. Suppose you want to insert names first. So you should select Text. After that, type Name as the number one option. Then you can put other options. I want a Gender section so I choose Choice where anyone can put their gender in the form. However, in Excel, we may not see form in the same way. After that, add the gender. Later, I added some sections of my wish. After that, go to Preview. You will see how the Fillable Form will look like to the user. Now go to your Excel file and select the File Later, select Open >> OneDrive >> Fillable Form After that, you will see the fillable options appear in the Excel workbook as a table. There were some unnecessary columns in the table. I hide and deleted them for convenience. I put some data in the table to show you how this table works. Thus you can make a fillable form using Microsoft OneDrive. 5. Using Microsoft Office Account Apps to Make Fillable Form You can also make a fillable form using Microsoft Office. The procedure is given below. Steps: First, go to your Office account and search for forms in the Search Bar. Select Forms. After that, click on the Untitled form. The remaining process is the exact same as described in the Previous Section. Thus you can also make a fillable form using Microsoft Office. Practice Section Here, I'm giving you one of the forms of this article so that you can make it on your own. Conclusion In the end, we can surmise that you have the basic idea of how to make a fillable form in Excel. This is very important in our daily official and business activities. If you have any other idea or feedback regarding this article. Please share them in the comment section. This will help me enrich my upcoming articles. Related Articles

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