



## Excel: Easier Data Entry

The next time you are finding yourself having to type a bunch of records into a spreadsheet – here are two ways to make the job go faster/easier.

### METHOD #1:

1. Select the range of cells that you have to enter the data into. For example, if you have to enter data into columns A to G, starting in row 2 – then select the range A2 to G-whatever (however far down you have to enter records...let's say G20....so, select the range A2 to G20).
2. When you release the mouse – just start typing the first entry (the top-left cell of the selected range is white – and that's where the data will automatically show up)....making sure you press the [TAB] key (not [ENTER]) to advance to the next cell in that record.
3. Continue to add your data to each cell – pressing the [TAB] each time UNTIL YOU GET TO THE LAST CELL in the record – after that entry...pressing [TAB] will automatically wrap you around to the beginning of the next record (row). Just keep using the [TAB] until all records are done.

### METHOD #2:

1. First, you must add the FORM button to your Quick Access Toolbar (QAT):
  - a. Click the ▼ at the end of the Quick Access Toolbar – and choose MORE COMMANDS.
  - b. Change the CHOOSE COMMANDS FROM drop-down from POPULAR COMMANDS to COMMANDS NOT IN THE RIBBON.
  - c. Locate the FORM command – and click ADD (between the two panels) – to add the FORM button to the end of your (RHS) QAT bar.
  - d. Click OK. You now have the FORM button on your QAT.
2. Make sure your spreadsheet has headings.
3. Place the cellpointer in the first cell that needs data entered into it.
4. Click the FORM button on your QAT.
5. If the “Microsoft Excel cannot determine which row in your list or selection contains column labels” appears – just click OK.
6. If you had ONLY heading on the spreadsheet – an empty form will appear with one input box representing each spreadsheet column. Skip to step #8.
7. If you had headings and some records already entered – you will still see each column's input box – but you will need to click the NEW button (top-right corner of the input form) to blank out the input fields.
8. Type in each field – then press [TAB] (not [ENTER]).
9. Continue to add your data to each cell – pressing the [TAB] each time UNTIL YOU GET TO THE LAST CELL in the record – after that entry...press [ENTER]. After the [ENTER] (after the last field) a new (blank) form will appear so you can just continue with the data-[TAB]-[ENTER].

