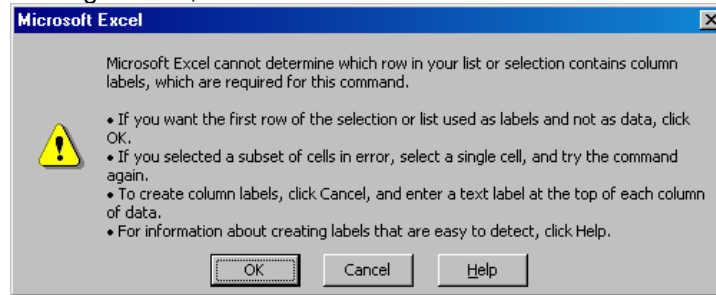


Creating Data Forms in Excel

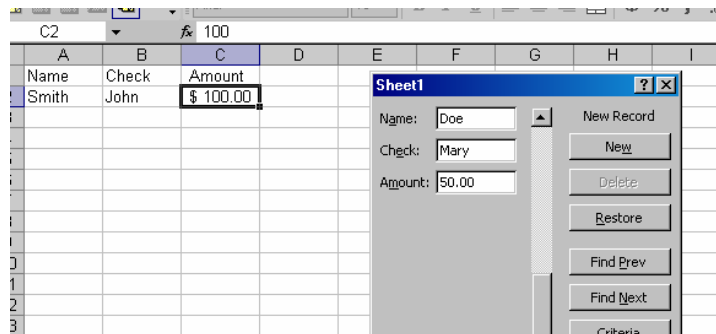
Click in the first cell in the row directly below your titles and select Data > Form.

If you receive the message below, click OK.



Your data form is created and ready for data entry.

Type your data, tab to get to the next column, and press Enter or click New after each record to add it to the worksheet.



When you are finished entering records, click Close.