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## Develop a form in Access for quick data entry

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### Takeaway:

Microsoft Access forms made for quick data entry of large volumes of records should consist of a simple top-to-bottom layout. Get step-by-step instructions on how to create a simple data entry form.

Not all Microsoft Access forms are made for data entry. Some forms are made for data search and analysis, which can contain features such as option groups, check boxes, and combo boxes.

Forms made for quick data entry of large volumes of records should be built without such controls. Rather, they should consist of a simple top-to-bottom layout, with all of the controls lined up in a single column.

To create a simple data entry form, follow these steps:

1. In the Database Window, select the table for data entry.
2. Click the New Object tool in the Database toolbar.
3. Select Form, select Design View, and click OK.
4. Double-click the Field list button in the Database toolbar.
5. Press [Ctrl] and select the fields to be added to the form.
6. Click and drag the selected fields to the form.

Be sure to set the form's Cycle property to All Records so that tabbing out of the last field takes the user immediately to a new record.

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