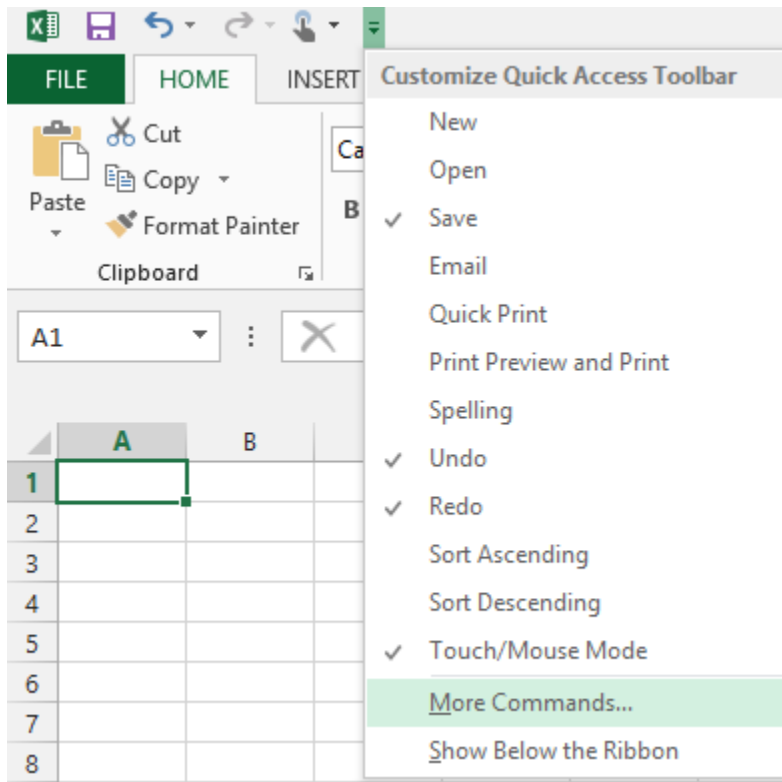


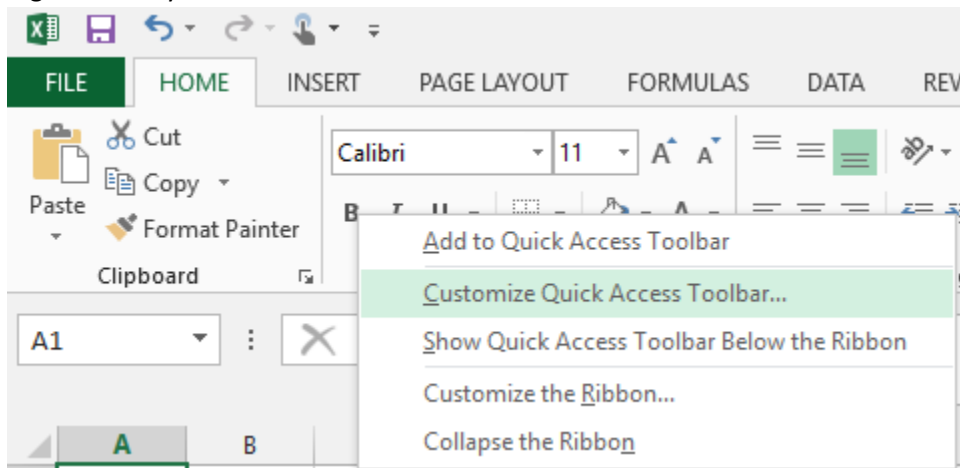
Instructions to turn on form view in Microsoft Excel

1. Go to “Customize the Quick Access Toolbar.” This can be accessed a couple different ways:

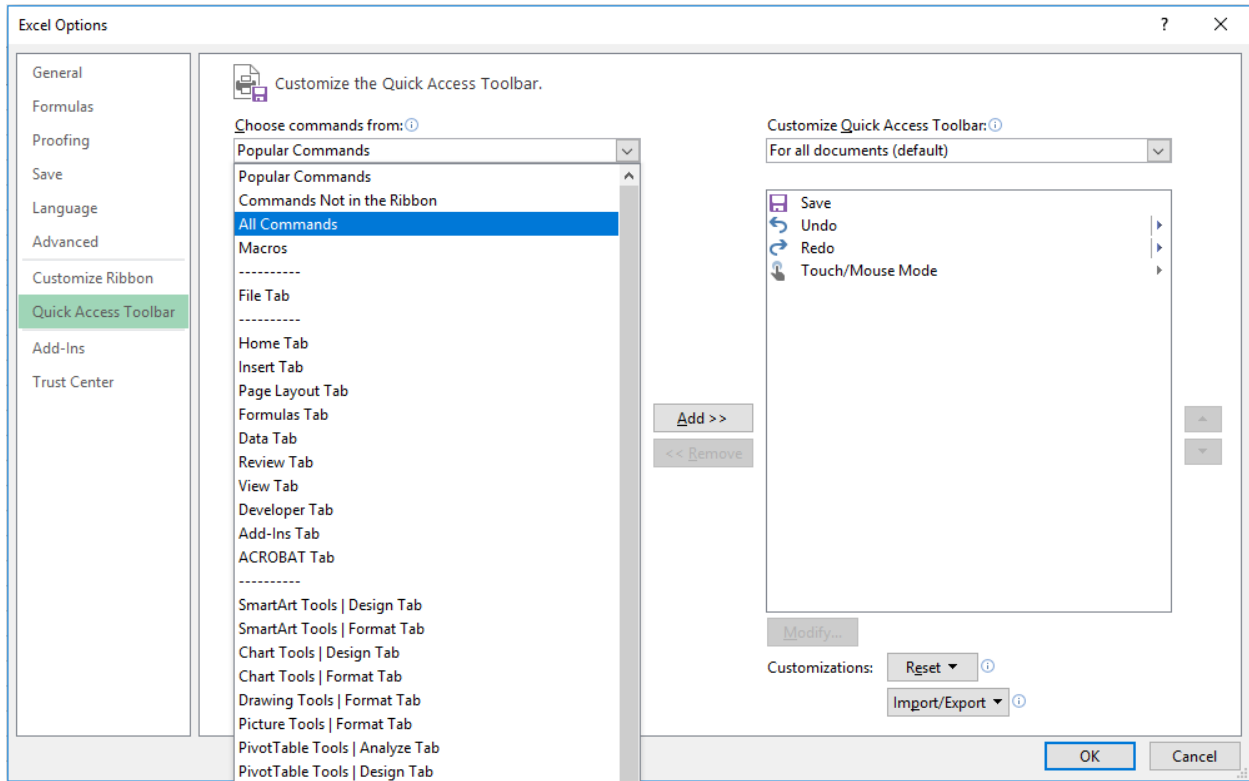
a. Click the down arrow on the toolbar and select “More Commands.”



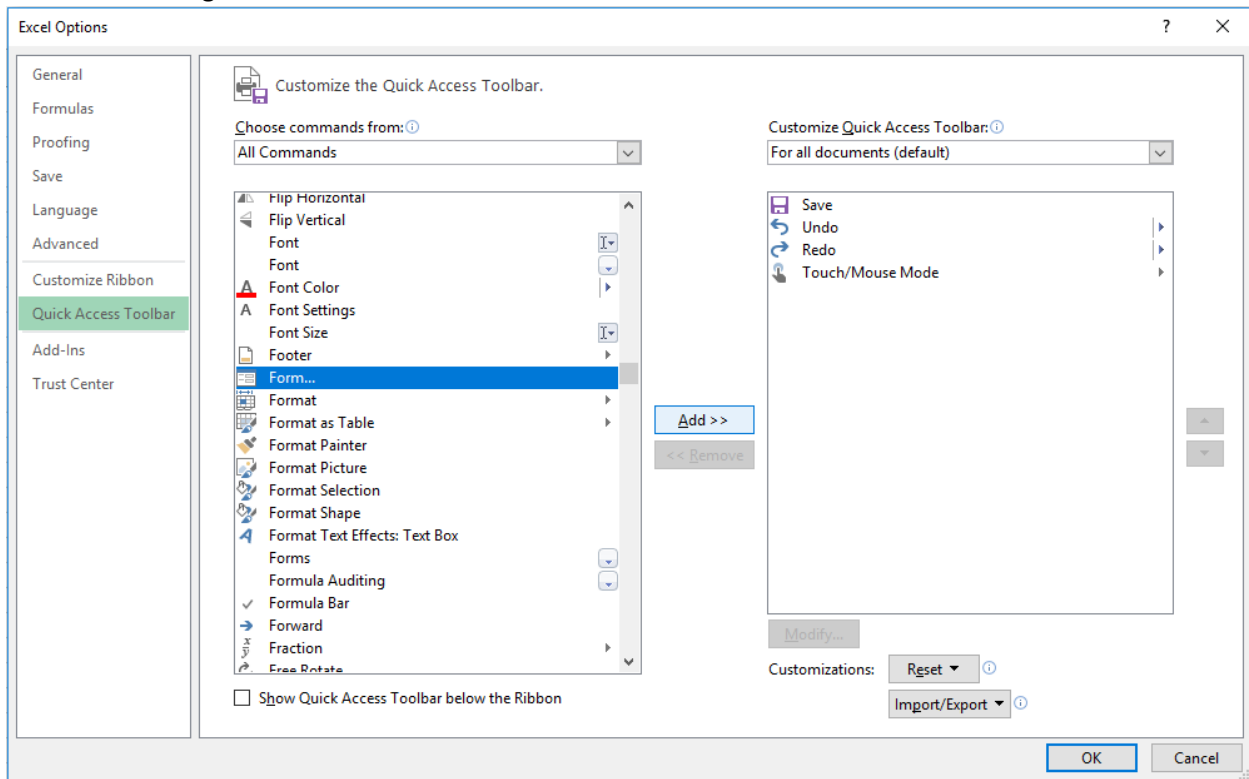
b. Right-click anywhere on the ribbon and select “Customize Quick Access Toolbar...”



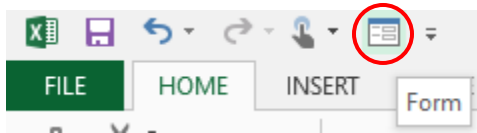
2. When the Excel Options window pops up, under “Choose commands from:” select “All Commands.”



3. Scroll down to the “Form” option and then click “Add >>” to move it to the Quick Access Toolbar, then click “OK” to save the change.



4. The “Form” option should now appear in your Quick Access Toolbar:



5. Click the “Form” button to view the Excel spreadsheet in form view.
6. To add data click “New” and when you are finished click “Close”

