

ENTERING FIELD NAMES AND DATA

For this exercise and all the Database Exercises, you need to download the Database Exercise workbook. This workbook can be found under the Worksheets link in the Excel Web page.

- ❖ Open **Database Exercise** that you downloaded from the Training Web Site, Excel Web page.
- ❖ Insert two rows after the title **Database Exercise**.
- ❖ Input the following field headings starting in cell **A3**.
 - Last Name
 - First Name
 - Department
 - Phone
 - Salary
- ❖ Center all the column labels, change the Font Size to **10 point**, and **bold** the text.
- ❖ Insert a **Border** at the bottom of the column labels.
 - Select cells **A3** through **E3**.
 - Select **Format** from the **Menu Bar**.
 - Choose **Cells** from the list of choices.
 - Select the **Borders** tab.
 - Click on the first **Solid Line** in the **second column** of the **Line Style** list.
 - You cannot use dashed lines in an **Excel Database**, or Excel will not be able to work with the data.
 - Click the **Bottom Border** icon under **Border**. The border should appear in the border diagram.
 - It is located on the right side of the grid.
 - It is the third one on the right side (see illustration at right).
 - After all the options have been chosen, click **OK**.
- ❖ Key the following information in cells **A4** through **C4** and **A5** through **C5**.
 - **Arnett** **Tobie** **Personnel**
 - **Baim** **Daniel** **Production**
- ❖ As you are keying in the department names, a screen tip will appear above the cell with a suggestion for the word.
- ❖ If the word that appears is correct, press the Enter key.
- ❖ The name of the department will appear in the cell.
- ❖ It may be necessary to widen the columns of the database in order to see all the information.
- ❖ To do this:
 - Click the line between the letters representing the columns and drag to the right or the left.
 - Double-click the line between the letters representing the columns.
- ❖ After all the changes have been made, save the workbook.

