

WHAT IS A DATABASE

When working with a worksheet that contains a database, it is important that the insertion point is always located somewhere within the data in the database. If the insertion point is not located in the database, most of the commands will not work.

- ❖ A database begins in Excel with a list.
- ❖ It is a series of worksheet rows that contains data.
- ❖ It is created by keying lists of data in a workbook.
- ❖ Each row in the database corresponds to one database record. A **Record** is a set of categories.
- ❖ Each column in the database corresponds to one database field. A **Field** is a category of information such as a person's last name or address.
- ❖ When creating a database, information is keyed into cells in the same way that it is keyed into a regular worksheet.
- ❖ Rules that must be kept in mind when setting up a database:
 - Field names must appear in the first row of the list.
 - Field names must be unique. Each field must be named something different.
 - Field names may contain letters, spaces, and numbers, but the first character must be a letter.
 - Do not skip any rows or columns within the list.
 - Leave at least one blank row or column between the list and any other data that are entered in the same worksheet as the list. For example, leave a blank row between field names and the title of the worksheet.
 - Create only one list per worksheet.
 - If multiple row names are used, Excel uses the last row.
 - If more than one line is needed for a field name, make sure the whole name is in the same cell.
 - Use the Alt + Enter feature to make data in a cell more than one line.
 - Format the field names to make them easier for Excel to differentiate between the records.
 - The maximum length of a field name is 255 characters.