

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 the **Database Exercise** workbook that you downloaded from the Training Web Site, Excel 2007 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**.
 - Click the **Home Tab**, if necessary.
 - In the **Font Group**, click the **Borders** button. This is the fourth button from the left in the second row.
 - Click the **Thick Bottom Border** option from the list.
 - You cannot use dashed lines in an **Excel Database**, or Excel will not be able to work with the data.
- ❖ 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.

