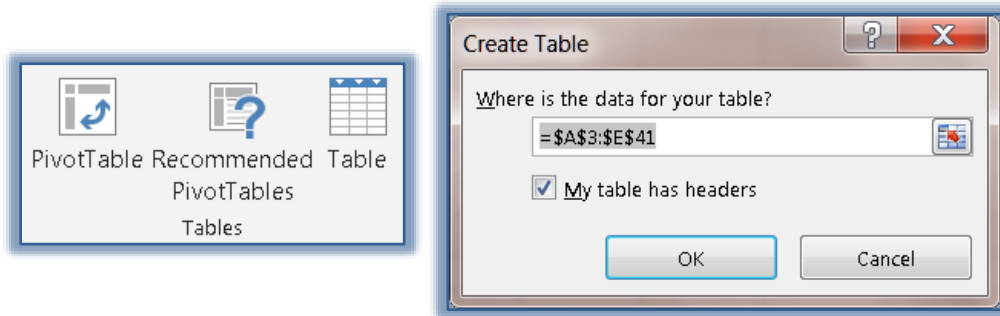


CREATE AN EXCEL TABLE

In order to create the table, you need to open the Database Exercise document. This document should be stored with the ones that were downloaded from the Excel Web page. Before completing this exercise, you need to complete the Enter Field Names and the Enter Data Series Exercises.

Create the Table

- ✦ Select cell A3.
- ✦ Click the **Insert Tab**.
- ✦ In the **Tables Group**, click the **Table** button (see illustration below left).
- ✦ The **Create Table** dialog box will display (see illustration below right).



- ✦ The **Cell Range** for the whole table will appear in the data box.
- ✦ The **My Table has headers** will be checked.
- ✦ Click **OK**.
 - ★ The **Create Table** dialog box will close.
 - ★ The data is converted to an **Excel Table** as shown in the illustration below.
 - ✦ Filter arrows will appear in the header row.
 - ✦ The table will be formatted with a predefined table style.
 - ✦ The **Table Tools Design Contextual Tab** will appear.

Numbe	LastNam	FirstNam	Departmer	Phon	Salan
1	Arnett	Tobie	Personnel	7197	18,011
2	Balm	Daniel	Production	7735	24,045
3	Bradish	Meredith	Production	7265	11,416
4	Black	Melissa	Production	7392	47,877
5	Blair	Patrick	Production	7329	44,711
6	Braun	Kathleen	Executive	7541	17,386

Add a Record

- ✦ Scroll to the **bottom** of the **Table**.
- ✦ Click in **Cell A42** to make that cell active.
- ✦ This cell is the first blank row below the table.
- ✦ Input **39** into this cell.

- ✦ Press the **Tab** key on the keyboard.
- ✦ The table will expand to insert a new row.
- ✦ In the rest of the cells in that row, input information about yourself.
 - ★ You are in the **Executive Department**.
 - ★ Your phone extension is **3822**.
 - ★ Your salary is **\$30,500**.

NOTE: When creating a table make sure there is a blank row between the worksheet heading and the data for which the table is being created.