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.

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.