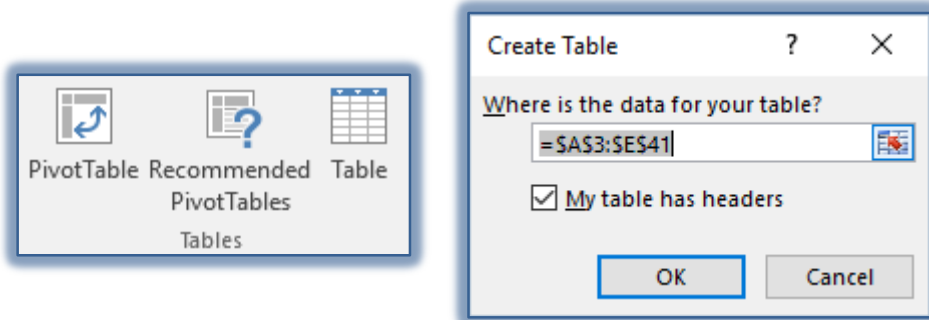


CREATE AN EXCEL TABLE

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

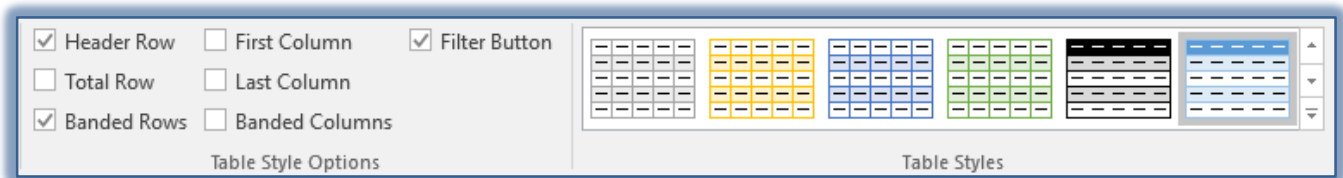
- ✦ Select cell **A3**.
- ✦ Click the **Insert Tab**.
- ✦ In the **Tables Group**, click the **Table** button.



- ✦ The **Create Table** dialog box will display.
- ✦ 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.

Last Name	First Name	Department	Phone	Salary
Baim	David	Production	7197	18,011
Howard	Jennifer	Finance	7735	24,045
Bradish	Meredith	Production	7265	11,416

- ✦ 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.