

## SET UP THE WORKBOOK/DATABASE

In order to create the Data Table, it is necessary to open a workbook. This workbook can be found in the folder where the documents that were downloaded from the Web are stored.

### Open the Workbook

- ✚ Open **Excel**.
- ✚ Click the **File Tab**.
- ✚ Click **Open** in the pane on the left of **Backstage View**.
- ✚ Click the **Computer** link.
- ✚ Click the **Browse** button if the folder doesn't show up in the **Recent Folders** list.
- ✚ Go to the folder where the workbooks were stored that were downloaded from the Web site.
- ✚ Double-click the **Database Exercise** file to open it.

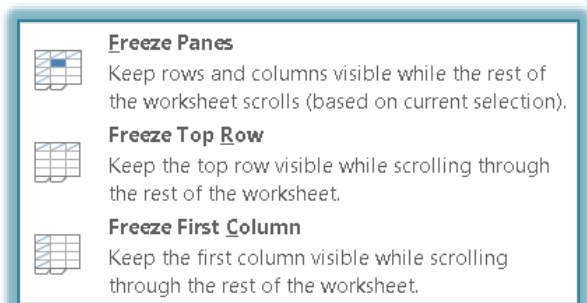
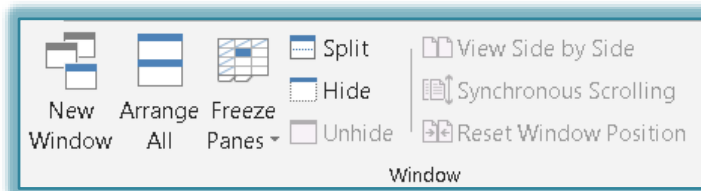
### Enter Field Names and Data

- ✚ Insert two rows after the title **Database Exercise**.
- ✚ Input the following field headings starting in cell **A3**.
  - ★ **Last Name**
  - ★ **First Name**
  - ★ **Department**
  - ★ **Phone**
  - ★ **Salary**
- ✚ Key the following information in cells **A4** through **C4** and **A5** through **C5**.
  - ★ **Arnett**      **Tobie**      **Personnel**
  - ★ **Baim**      **Daniel**      **Production**
- ✚ Adjust the column widths where necessary.

### Freeze Top Row

The purpose of freezing columns and rows is to keep headings visible when scrolling through a worksheet. To freeze a column, select the cell immediately to the right of the column that is to be frozen. To freeze a row, select the cell immediately below the row that is to be frozen.

- ✚ Select cell **A4**.
- ✚ Click the **View Tab**.
- ✚ In the **Window Group**, click the **Freeze Panes** button (see illustration below).
- ✚ Click **Freeze Top Row** from the list (see illustration below).



- ✚ A dark horizontal line will appear below the column headers.
- ✚ Scroll down the worksheet, to display the rest of the records in the worksheet.