

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 **This PC** link if the file is stored on the local computer.
- ✚ Click the **Browse** button if the folder is stored in a folder that doesn't display under **This PC**.
- ✚ 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.

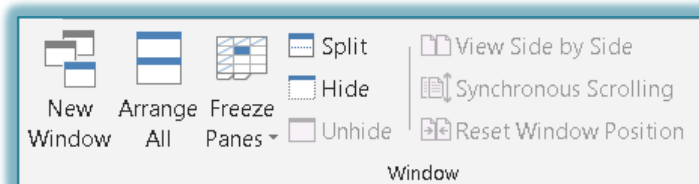
Enter Field Names and Data




- ✚ 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.
- ✚ Click **Freeze Panes** from the list.



	Freeze Panes Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
	Freeze Top Row Keep the top row visible while scrolling through the rest of the worksheet.
	Freeze First Column Keep the first column visible while scrolling through the rest of the worksheet.

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