

Creating a Database using Microsoft Excel

Microsoft Excel 2007 and later

1. Open Excel to a blank spreadsheet.
2. Begin inserting data.
 - a. Always make the **first** row the named fields (such as First, Last, Address, Zip Code, etc.)
 - b. Tab key moves to the right one cell at a time.
 - c. Shift-Tab moves from right to left one cell at a time.
 - d. The Enter key moves to the next cell down (below).
 - e. Shift-Enter moves to the cell directly above.
 - f. Double-clicking at the separator between columns automatically resizes the columns to fit data.
3. Sort data by using the Sort button on the Home ribbon to the far right.
 - a. First choose which field or fields to sort by.
 - b. To merely sort alphabetically A-Z or Z-A by that column, click the Sort button.
 - c. A warning will appear that all the data will not be sorted by the selection you have made. Be sure the button is in "Expand the selection", and click "Sort".
 - d. If your data has a header (meaning Field Names), as it should for a database, click the down arrow to the right of the Sort button and choose "Custom Sort".
 - e. Remember to click as to whether there is or is not a header. Failing to do so may result in the header being resorted alphabetically.
 - f. That box also allows you to indicate by which column you wish to sort.
4. Insert columns by right-clicking on the column letter (top) which is to the right of where you wish to the column to be added and choosing Insert Column.
 - a. The new column is inserted in front of (precedes) the column on which you right-clicked.
5. Insert new rows by right-clicking on the specific row number (far left) that is just below where you wish the new record to be inserted and choosing Insert Row.
 - a. The new row is inserted just above the row onto which you right-clicked.
6. Once you have completed the data entry, save the document, and remember into which folder, and what name you gave it.
 - a. **Hint:** Don't wait until completed to save for the first time. Save repeatedly as you enter data...to avoid loss with power outage or human error.

Hint: Word looks first for databases for Mail Merge within the folder labeled "My Data Sources". Think about saving databases in that folder.

Creating a Database using Microsoft Excel

Excel 2003 and earlier versions

1. Open Excel to a blank spreadsheet.
2. Begin inserting data.
 - a. Make the first row the named fields (such as First, Last, Address, etc.)
 - b. Tab key moves to the right one cell at a time.
 - c. Shift-Tab moves from right to left one cell at a time.
 - d. The Enter key moves to the next cell down (below).
 - e. Shift-Enter moves to the cell directly above.
 - f. Double-clicking at the separator between columns automatically resizes the columns to fit data.
3. Sort data by going to the Data menu and choosing Sort.
 - a. Choose which field or fields to sort by.
 - b. Remember to click as to whether there is or is not a header. Failing to do so may result in the header being resorted alphabetically.
4. Insert columns by right-clicking on a column letter (top) and choosing Insert Column.
 - a. The new column is inserted in front of (precedes) the column on which you right-clicked.
5. Insert new rows by right-clicking on a specific row number (far left) and choosing Insert Row.
 - a. The new row is inserted just above the row onto which you right-clicked.
6. Once you have completed the data entry, save the document, and remember into which folder, and what name you gave it.
 - a. **Hint:** Don't wait until completed to save for the first time. Save repeatedly as you enter data...to avoid loss with power outage or human error.
 - b. **Hint:** Word looks first for databases for Mail Merge within the folder labeled "My Data Sources". Think about saving databases in that folder.
 - b.