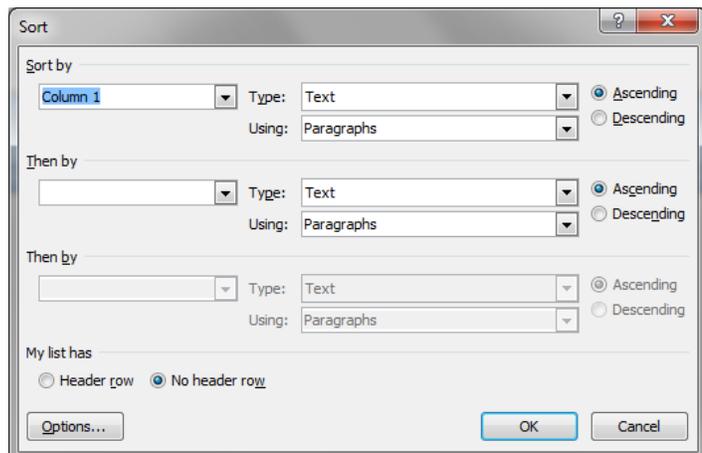# Creating A Database Using Microsoft Word

- Word databases will suffice if you don't have Microsoft Excel.
- Word can only use a Word document with a **single table** for a data source.
- Word's table insertion operates very similar to Excel.
- Create that database as follows:

1. First consider how many "fields" you want (Last Name, First Name Address, etc.) as we discussed with Works and Excel.
2. Start a new Word Document.
3. Insert a table, with the corresponding number of desired columns and 5 or 6 rows using the Table menu/Insert/Table in all versions but 2007; or Table toolbar button in all versions. In Word 2007, the Table button is on the Insert ribbon.
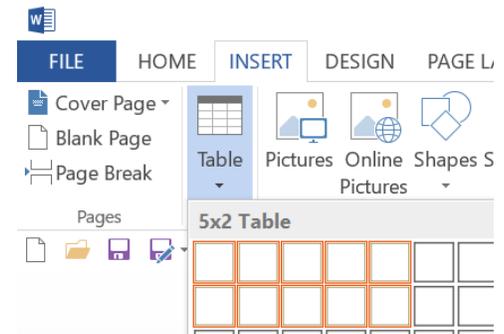


4. Begin inserting data.
   a. Make the first row the named fields (such as First, Last, Address, etc.)
   b. Tab key again moves to the right between cells similar to Excel.
   c. Shift-Tab moves from right to left.
   d. Unlike Excel, the Enter key creates a new line within the cell, it does not move to the next cell down. You must either use the Tab key or click the mouse within the cell.
   e. Similar to Excel, double-clicking at the separator between columns automatically resizes the columns to fit data.
5. Sort data by **clicking within the table**, go to the Table Layout menu in Word 2003 and earlier and choose Sort (far right on the ribbon); for 2007 and later, clicking within the table a Table Tools tab opens and provides two additional ribbons. Click on the Layout ribbon and find the Sort button again at the far right.
   a. Click on the Sort button and a window appears.
   b. Choose which column or columns to sort by, and click OK.

6.

# Creating A Database Using Microsoft Word

6. On Word 2003 and earlier, insert columns by right-clicking above the column and choosing Insert Column.
    a. The new column is inserted in front of (precedes) the column over which you right-clicked.
7. Insert new rows by right-clicking within the left margin and choosing Insert Row.
    a. The new row is inserted just above the row along side which you right-clicked.
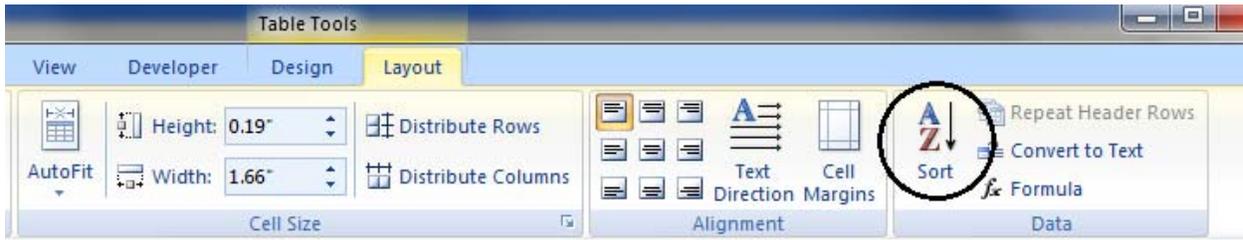


7. Inserting rows or columns in Word 2007 is different, much easier.
    a. Right-click within any cell and choose to insert columns to the left or right, or insert rows above or below.
8. Once your data has all been added, save the document to a folder (or create a new folder). Remember what folder, and its location.
    a. **Hint Again**: 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 Again**: Word looks first for databases for Mail Merge within the folder labeled "My Data Sources". Think about saving databases in that folder.