Using Excel as a database												
In this lesson we are going to create a database using Microsoft Excel.												
You	r finished c	latabase	will look like the one belo)W.								
	A	В	С	D	E	F	G					
1												
2			Frank's Car	pet and Up	phostery							
3												
4	IN COLOR	D.475	0175	ci Tri								
5	INVOICE	DATE	SILE	CITY	CLEANING	HOURS	AMOUNT					
0	2324	1-NOV	Palomar Gardens	San Diego	Uphoistery	12	\$250					
/	2315	2-INOV	Central Apartments	San Diego	Carpet	2	\$22					
8	2310	3-INOV	Hector Garcia	San Diego	Floor	10	\$300					
9	2314	5-Nov	Wilson Insurance	San Diego	Floor	10	\$125					
10	2010	5 Nov	Salazar Hotal	Chula Vista	Flood	2	505					
12	2313	7-Nov	Salazar Hotel	Chula Vista	m	1	\$05					
12	2320	8-Nov	Salazar Hotel	National City	Carpet	5	\$22					
14	2321	9-Nov	Mr. Schneemann	San Ysidro Floor		8	\$200					
15	2317	9-Nov	Mrs Johnson	National City Unholstery		1	\$88					
16	2322	10-Nov	Mr. Wilson	Fastlake Carpet		13	\$77					
17	2324	11-Nov	Phillippi	Eastlake Carpet		7	\$14					
18	2325	11-Nov	Mr. Garcia	La Jolla	Carpet	2	\$12					
10	2020			Luyona	carper	-	Y 22					
Crea	ating a hea	ding										
•	Place your		A B	С	D E	F	G					
-	cursor in c	ell A1	1									
	and highlig	ht to	2									
	cell G3		3				<u> </u>					
•	Make sure	the		_								
	Home tab	is										
•	selected Click Mora	e and	Home Insert									
•	Center	e anu										
				= = 🗞	📑 Wrap Text							
	E E E E Merge & Center											
			(c	Align	ment	(M)						



•	Format the Font any way										
	that you like										
•	Click the Borders drop			Arial		- 12		A A	= =	\$\$/~~	
	down box and choose			D 7	- TT -		A			zi= _i=	
	Thick Box as shown			в	<u>u</u>					1 . 1 .	
•	You may also choose to	Fq Borders									
	fill the box with a color of			6	f _x		B <u>o</u> t	tom Border			
	your choice by clicking			C			Top	Border			
	the Paint Can						<u>L</u> eft	Border			
				nk's (Carpet		Rigi	nt Border			
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			-				1401	border		-4	
			-			Ш	<u>A</u> II E	Sorders			
							Out	<u>s</u> ide Borders			
							Thic	k Box Border	N		
								have Daughta I	15		
							DOU	com Double t	border		
٠	Make sure you leave a										
	blank line after your		А	В		С		D	E	F	G
	heading	1			Er	ank'	s Car	net and Un	bostery		-
•	Row 4 should be blank	2					s Cai	per and op	mostery		-
•	Click in Cell A5	4									
•	Enter the headings as	5	INVOICE	DATE	5	ITE		CITY	CLEANING	HOURS	AMOUNT
	shown on the right.										
•	Enter the rest of the data		А	В		С		D	E	F	G
	in each of the		1								
	fields (columns) and	2			Fr	ank	s Car	pet and Up	hostery		-
	records (rows)	4									
		5	INVOICE	DATE	5	SITE		СІТҮ	CLEANING	HOURS	AMOUNT
		6	2324	1-Nov	Palomar G	arden	s	San Diego	Upholstery	12	\$250
		7	2315	2-Nov	Central A	partme	ents	San Diego	Carpet	2	\$22
		8	2316	3-Nov	Hector Ga	rcia		San Diego	Flood	5	\$300
								0			5125
		9	2314	5-Nov	Wilson In	son	0	San Diego	Floor	10	ĊGE
		9 10 11	2314 2318 2319	5-Nov 5-Nov	Wilson In	son suranc stel	e	San Diego Chula Vista Chula Vista	Floor Floor Flood	10 6 3	\$65
		9 10 11 12	2314 2318 2319 2320	5-Nov 5-Nov 6-Nov 7-Nov	Wilson In: Salazar Ho	son suranc otel otel	e	San Diego Chula Vista Chula Vista Chula Vista	Floor Floor Flood	10 6 3 1	\$65 \$89 \$85
		9 10 11 12 13	2314 2318 2319 2320 2321	5-Nov 5-Nov 6-Nov 7-Nov 8-Nov	Wilson Ins Salazar Ho Salazar Ho Salazar Ho	son suranc otel otel otel	e	San Diego Chula Vista Chula Vista Chula Vista National Citv	Floor Floor Flood m Carpet	10 6 3 1 5	\$65 \$89 \$85 \$32
		9 10 11 12 13 14	2314 2318 2319 2320 2321 2317	5-Nov 5-Nov 6-Nov 7-Nov 8-Nov 9-Nov	Wilson In: Salazar Ho Salazar Ho Salazar Ho Mr. Schne	son suranc otel otel otel emani	e n	San Diego Chula Vista Chula Vista Chula Vista National City San Ysidro	Floor Floor Flood m Carpet Floor	10 6 3 1 5 8	\$65 \$89 \$85 \$32 \$200
		9 10 11 12 13 14 15	2314 2318 2319 2320 2321 2317 2322	5-Nov 5-Nov 6-Nov 7-Nov 8-Nov 9-Nov 9-Nov	Wilson In Salazar Ho Salazar Ho Salazar Ho Mr. Schne Mrs. John	son suranc otel otel otel emanr son	e n	San Diego Chula Vista Chula Vista Chula Vista National City San Ysidro National City	Floor Floor Flood m Carpet Floor Upholstery	10 6 3 1 5 8 1	\$65 \$89 \$85 \$32 \$200 \$88
		9 10 11 12 13 14 15 16	2314 2318 2319 2320 2321 2317 2322 2322 2323	5-Nov 5-Nov 6-Nov 7-Nov 8-Nov 9-Nov 9-Nov 10-Nov	Wilson Ins Salazar Ho Salazar Ho Salazar Ho Salazar Ho Mr. Schne Mrs. John Mr. Wilso	son suranc otel otel emann son n	e 1	San Diego Chula Vista Chula Vista Chula Vista National City San Ysidro National City Eastlake	Floor Floor Flood m Carpet Floor Upholstery Carpet	10 6 3 1 5 8 1 13	\$65 \$89 \$85 \$32 \$200 \$88 \$77
		9 10 11 12 13 14 15 16 17	2314 2318 2319 2320 2321 2317 2322 2323 2323 2324	5-Nov 5-Nov 6-Nov 7-Nov 8-Nov 9-Nov 9-Nov 10-Nov 11-Nov	Wilson In Salazar Ho Salazar Ho Salazar Ho Salazar Ho Mr. Schne Mrs. John Mr. Wilso Phillippi	son suranc otel otel emann son n	e 1	San Diego Chula Vista Chula Vista Chula Vista National City San Ysidro National City Eastlake Eastlake	Floor Floor Flood m Carpet Floor Upholstery Carpet Carpet	10 6 3 1 5 8 1 13 7	\$65 \$89 \$85 \$32 \$200 \$88 \$77 \$14
		9 10 11 12 13 14 15 16 17 18	2314 2318 2319 2320 2321 2317 2322 2323 2324 2324 2325	5-Nov 5-Nov 6-Nov 7-Nov 9-Nov 9-Nov 10-Nov 11-Nov 11-Nov	Wilson In Salazar Ho Salazar Ho Salazar Ho Salazar Ho Mr. Schne Mr. John Mr. Wilso Phillippi Mr. Garcia	son suranc otel otel emann son n	e 1	San Diego Chula Vista Chula Vista Chula Vista National City San Ysidro National City Eastlake Eastlake La Jolla	Floor Floor Flood m Carpet Floor Upholstery Carpet Carpet Carpet Carpet	10 6 3 1 5 8 1 13 7 2	\$65 \$89 \$85 \$32 \$200 \$88 \$77 \$14 \$12



Your database is now sorted		٨	B	C	D	F	F	G
on the basis of the City field	1	-	0	C	0	L .		U
	2			Frank's Ca	rpet and Upl	nostery		
PRINT THE SORTED DATA	3					· · · ·		
TO SHOW YOUR TEACHER	4							
	5	INVOICE	DATE	SITE	СІТҮ	CLEANING	HOURS	AMOUNT
	6	2318	5-Nov	Wilson Insurance	Chula Vista	Floor	6	\$65
	7	2319	6-Nov	Salazar Hotel	Chula Vista	Flood	3	\$89
	8	2320	7-Nov	Salazar Hotel	Chula Vista	m	1	\$85
	9	2323	10-Nov	Mr. Wilson	Eastlake	carpet	13	\$77
	10	2324	11-Nov	Phillippi	Eastlake 🦰	Carpet	7	\$14
	11	2325	11-Nov	Mr. Garcia	La Jolla	Carpet	2	\$12
	12	2321	8-Nov	Salazar Hotel	National City	Carpet	5	\$32
	13	2322	9-Nov	Mrs. Johnson	National City	Upholstery	1	\$88
	14	2324	1-Nov	Palomar Gardens	San Diego	Upholstery	12	\$250
	15	2315	2-Nov	Central Apartments	San Diego	Carpet	2	\$22
	16	2316	3-Nov	Hector Garcia	San Diego	Flood	5	\$300
	17	2314	5-Nov	Mrs. Johnson	San Diego	Floor	10	\$125
	18	2317	9-Nov	Mr. Schneemann	San Ysidro	Floor	8	\$200
 Click the Data Tab Click Filter A series of drop down arrows will appear next to each of the field names 		rmu Re la V	las fresh All → ista et an	Data Review Connections Properties Edit Links Innections	v View A ↓ A Z A Z ↓ Sort E FV ANINC ▼ H	Add-Ins Filter	Cor Clear Reapp Advan G	





•	 Notice sub totals for each city and grand total at bottom PRINT YOUR SPREADSHEET AND TURN IT IN FOR CREDIT 											
123 A B					С	C D E						
		1										
		2			Frank's Car	k's Carpet and Uphostery						
		3										
		4										
		5	INVOI 🝷	DATI 💌	SITE 💌	СІТҮ 🔽	CLEANIN	HOUR 🔻	AMOU			
Г	Γ·	6	2318	5-Nov	Wilson Insurance	Chula Vista	Floor	6	\$65			
	·	7	2319	6-Nov	Salazar Hotel	Chula Vista	Flood	3	\$89			
	·	8	2320	7-Nov	Salazar Hotel	Chula Vista	m	1	\$85			
	—	9				Chula Vista Tota	I		\$239			
	ſ·	10	2323	10-Nov	Mr. Wilson	Eastlake	Carpet	13	\$77			
	·	11	2324	11-Nov	Phillippi	Eastlake	Carpet	7	\$14			
	-	12				Eastlake Total			\$91			
	٢·	13	2325	11-Nov	Mr. Garcia	La Jolla	Carpet	2	\$12			
	-	14				La Jolla Total			\$12			
	٢·	15	2321	8-Nov	Salazar Hotel	National City	Carpet	5	\$32			
	·	16	2322	9-Nov	Mrs. Johnson	National City	Upholstery	1	\$88			
	-	17				National City To	tal		\$120			
	ſ·	18	2324	1-Nov	Palomar Gardens	San Diego	Upholstery	12	\$250			
	·	19	2315	2-Nov	Central Apartments	San Diego	Carpet	2	\$22			
	•	20	2316	3-Nov	Hector Garcia	San Diego	Flood	5	\$300			
	·	21	2314	5-Nov	Mrs. Johnson	San Diego	Floor	10	\$125			
	_	22				San Diego Total			\$697			
	Ŀ	23 2317 9-Nov Mr. Schneemann				San Ysidro	Floor	8	\$200			
	_	24	4			San Ysidro Total			\$200			
_	•	25				Grand Total			\$1,359			
Experiment by clicking the buttons shown and noting the effect on your database												

Good job!