Using Excel as a Database

Frank Schneemann, 1998

In this exercise we will use Excel to manipulate data in an excel spreadsheet designed as a database. This exercise is only intended to familiarize you with the basics of the Excel database function. Excel has many more features and is much more powerful than demonstrated in this tutorial. This exercise will get you started. Later, you can explore Excel further.

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5	Invoice	Date	Site	City	Cleaning	Hours	Amount		
6	2314	11/1/1998	Palomar Gardens	San Diego	Carpet	4	\$ 200.00		
7	2315	11/2/1998	Central Apartments	San Diego	Carpet	4	\$ 200.00		
8	2316	11/4/1998	Mrs. Johnson	Chula Vista	Upholstery	2	\$ 70.00		
9	2317	11/4/1998	Hector Garcia	San Diego	Flood	9	\$1,200.00		
10	2318	11/5/1998	Wilson Insurance	Chula Vista	Carpet	4	\$ 200.00		
11	2319	11/6/1998	Salazar Hotel	Chula Vista	Carpet	5	\$ 250.00		
12	2320	11/6/1998	Salazar Hotel	Chula Vista	Upholstery	2	\$ 70.00		
13	2321	11/6/1998	Salazar Hotel	Chula Vista	Flood	5	\$ 700.00		
14	2322	11/6/1998	Pancho's House	National City	Carpet	1	\$ 50.00		
15	2323	11/8/1998	Jerome's Furniture	Bonita	Carpet	8	\$ 400.00		
16	2324	11/8/1998	Jerome's Furniture	Bonita	Upholstery	2	\$ 70.00		
17	2325	11/8/1998	Mrs. Wilson	Eastlake	Carpet	1.5	\$ 75.00		
18	2326	11/10/1998	Phillipi Pizza	San Ysidro	Carpet	4	\$ 200.00		
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This is a hypothetical carpet cleaning company. We are going to use this data to sort, summarize and filter the data.

Sorting Data

- Place the cursor in cell C7
- Click the Sort Icon to sort alphabetically

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9	2317		Hector Garcia	San Diego	Flood	9	\$1,200.00				
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• When you have finished, print the sorted spreadsheet

Summarizing Data (Break Point)

We now want to find out how much money we have earned in each of the cities in our Excel database.

To do this we must first sort the data.

- Sort the database by City using the "Sorting Data" method outlined above.
- Open the Data Menu and click Subtotals
- Fill in the boxes as we have on the right At each change = City Use functions = Sum Add subtotal to: = Amount

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Page break between groups	
<u>Summary below data</u>	



Your sheet should look like the one below Print your spreadsheet

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		12	2320	11/6/98	Salazar Hotel	Chula Vista	Upholstery	2	\$ 70.00	
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Data Menu,		18				National City	Total		\$ 50.00	
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Click Subtotals,		20	2315	11/2/98	Central Apartments	San Diego	Carpet	4	\$ 200.00	
click Remove all		21	2317		Hector Garcia	San Diego	Flood	9	\$1,200.00	
		22				San Diego T	otal		\$1,600.00	
	II T ·	23	2326	11/10/98	Phillipi Pizza	San Ysidro	Carpet	4	\$ 200.00	
		24			•	San Ysidro T	otal		\$ 200.00	
	-	25				Grand Total			\$3,685.00	
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Filtering Data

- Make sure you have removed subtotals from the Excel database
- Open the Data Menu and click Filter
- Click Auto Filter

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Down Arrows next to each
field name

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9	2318	11/5/98	Wilson Insurance	e	Chula Vista	a (Carpet	4	\$	200.00

Click the drop down arrow for the City field
Click Chula Vista from the list
Click Chula Vista from the list
The only data showing now should be records from Chula Vista
Print the spreadsheet
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Using the skills you have just learned

- Create a database of your own
- Practice the skills you have learned in this lesson
- Print your database

This assignment requires you to turn in the following printed exercise

- Print-out of sorted data from Frank's database
- Breakpoint or subtotal from Frank's database
- Filtered data from Frank's database
- Print-out of the database you created
- •

You did great