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.
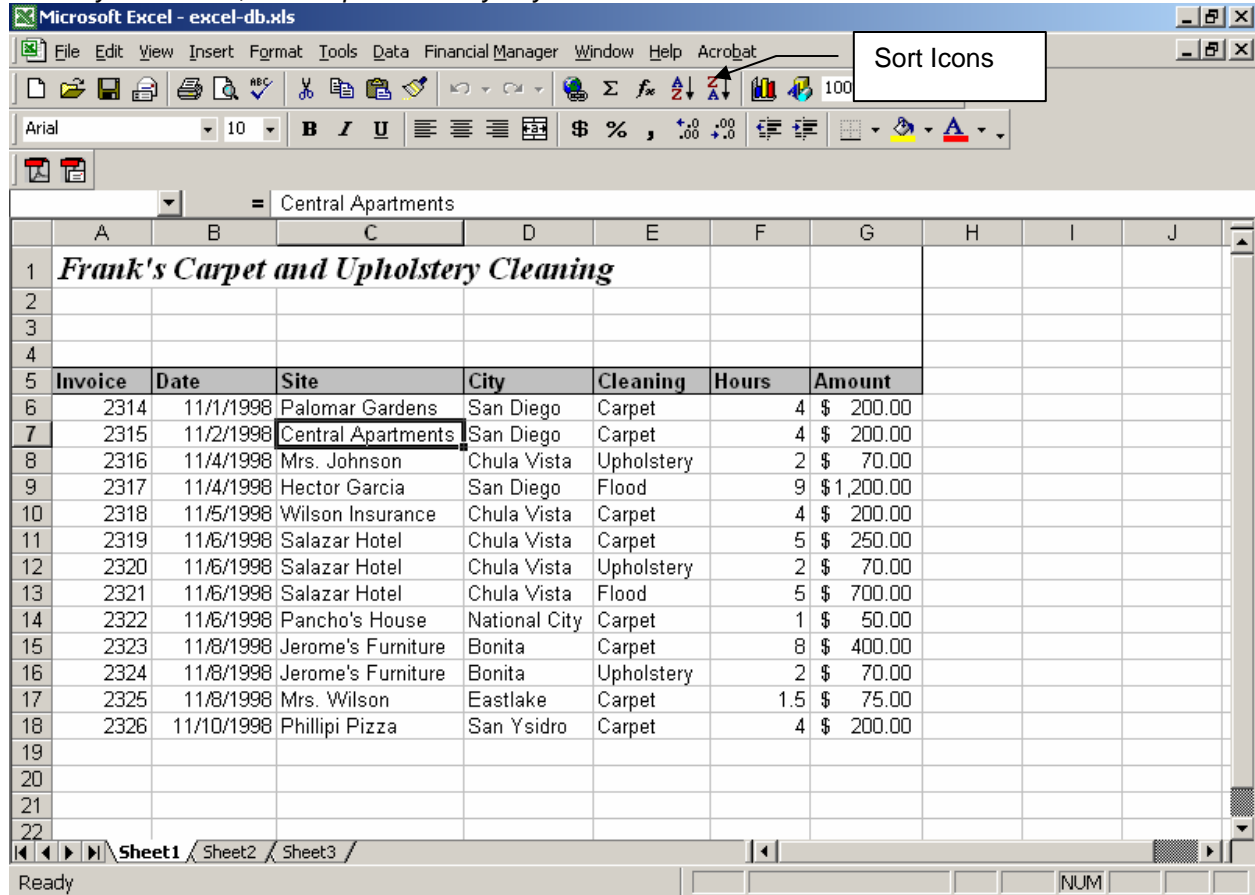
	A	B	C	D	E	F	G	H	I	J
1	Frank's Carpet and Upholstery Cleaning									
2										
3										
4										
5	Invoice	Date	Site	City	Cleaning	Hours	Amount			
6	2314	11/1/1998	Palomar Gardens	San Diego	Carpet	4	$ 200.00			
7	2315	11/2/1998	Central Apartments	San Diego	Carpet	4	$ 200.00			
8	2316	11/4/1998	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			
19										
20										
21										
22										

Sheet1 / Sheet2 / Sheet3 /

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
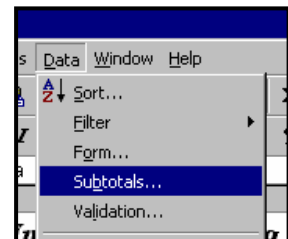 *As you can see, it is simple to sort by any column in the database*

- ***When you have finished, print the sorted spreadsheet***

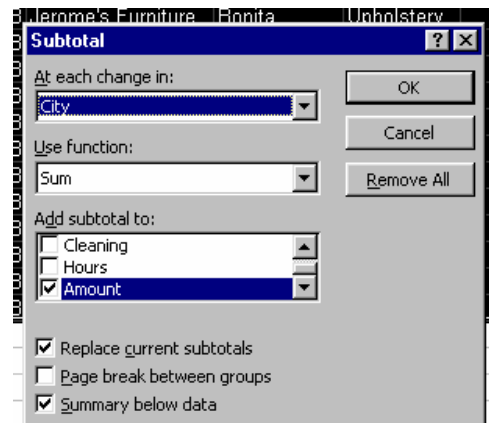## *Summarizing Data (Break Point)*

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

Your sheet should look like the one below
Print your spreadsheet

Experiment by
clicking the 1 2 3
icons

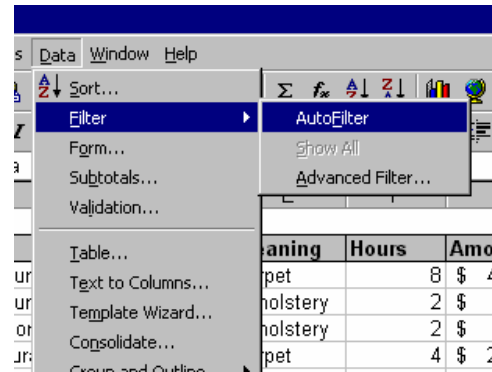What effect did
these icons have on
the spreadsheet?

***Write the answer
on the
spreadsheet.***

When you are
finished, open the
Data Menu,
Click Subtotals,
click Remove all

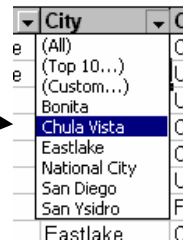|	Invoice	Date	Site	City	Cleaning	Hours	Amount
6	2323	11/8/98	Jerome's Furniture	Bonita	Carpet	8	$ 400.00
7	2324	11/8/98	Jerome's Furniture	Bonita	Upholstery	2	$ 70.00
8				Bonita Total			$ 470.00
9	2316	11/4/98	Mrs. Johnson	Chula Vista	Upholstery	2	$ 70.00
10	2318	11/5/98	Wilson Insurance	Chula Vista	Carpet	4	$ 200.00
11	2319	11/6/98	Salazar Hotel	Chula Vista	Carpet	5	$ 250.00
12	2320	11/6/98	Salazar Hotel	Chula Vista	Upholstery	2	$ 70.00
13	2321	11/6/98	Salazar Hotel	Chula Vista	Flood	5	$ 700.00
14				Chula Vista Total			$1,290.00
15	2325	11/8/98	Mrs. Wilson	Eastlake	Carpet	1.5	$ 75.00
16				Eastlake Total			$ 75.00
17	2322	11/6/98	Pancho's House	National City	Carpet	1	$ 50.00
18				National City Total			$ 50.00
19	2314	11/1/98	Palomar Gardens	San Diego	Carpet	4	$ 200.00
20	2315	11/2/98	Central Apartments	San Diego	Carpet	4	$ 200.00
21	2317	11/4/98	Hector Garcia	San Diego	Flood	9	$1,200.00
22				San Diego Total			$1,600.00
23	2326	11/10/98	Phillipi Pizza	San Ysidro	Carpet	4	$ 200.00
24				San Ysidro Total			$ 200.00
25				Grand Total			$3,685.00

Filtering Data

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

You should have little Drop
Down Arrows next to each
field name

	Invoice	Date	Site	City	Cleaning	Hours	Amount
6	2323	11/8/98	Jerome's Furniture	Bonita	Carpet	8	$ 400.00
7	2324	11/8/98	Jerome's Furniture	Bonita	Upholstery	2	$ 70.00
8	2316	11/4/98	Mrs. Johnson	Chula Vista	Upholstery	2	$ 70.00
9	2318	11/5/98	Wilson Insurance	Chula Vista	Carpet	4	$ 200.00

- Click the drop down arrow for the City field

- Click Chula Vista from the list

The only data showing now should be records from Chula Vista

- ***Print the spreadsheet***

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