

MS Excel 2010

2nd part

Database in MS Excel 2010

Database

- a list or table with heading,
- Organized group of data, ie. data table, satisfying the following conditions:
 - 1 row contains headers - the names of individual fields
 - Additional rows contain records of the database
- In the column are stored data of the same type (numbers, text, dates, logical values ...)
- Allow quick searching, sorting, inserting and deleting data.

Basic terms:

- Field- 1 column, in which are stored homogeneous data, each field has a name,
- Record - 1 line of the database.

The rules for creating a database:

- list must not contain a blank line,
- the list can use different fonts, font color, background cells - without the influence on work with the database
- it is inappropriate to start using gaps (space) - considered as characters.

List sorting (order of the database records)

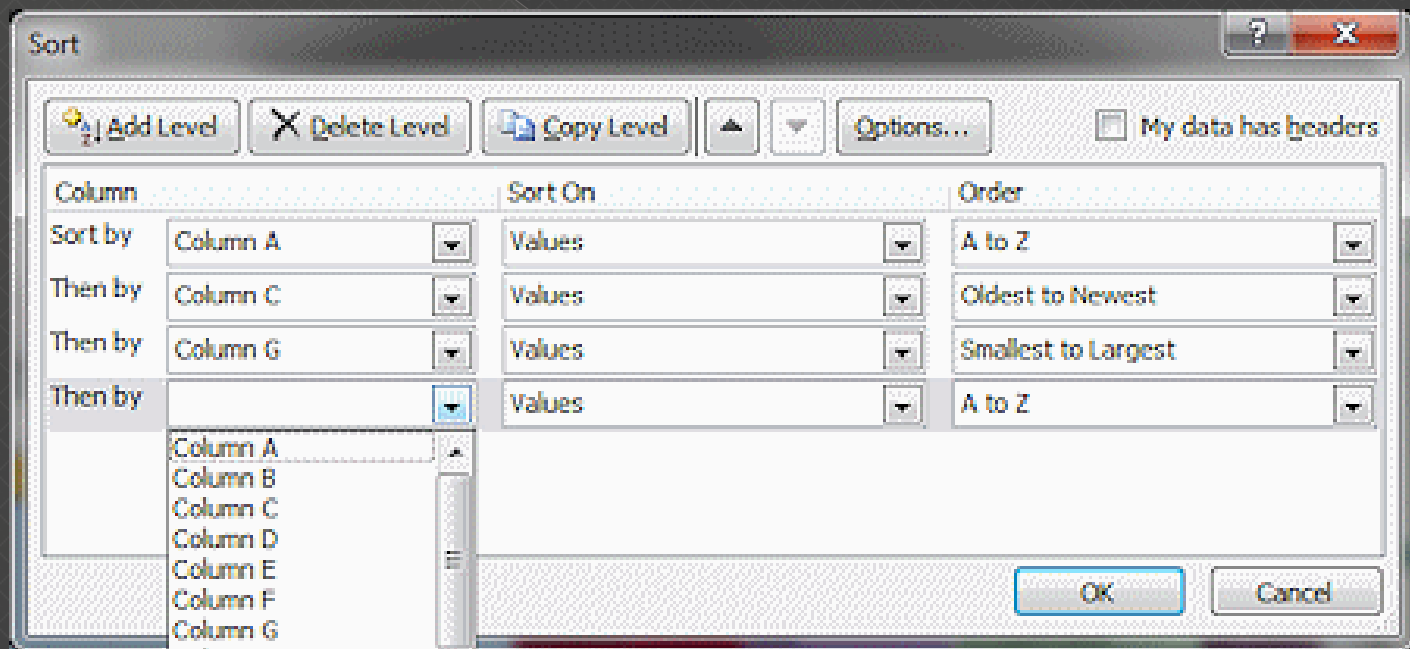
- transfer of records according to a key
 - Key - a field in the list , according to which the records are transferred, based on the selected criteria.
- We can sort: text, numbers, dates and formulas,
- formulas are sorted according to the results,
- It is possible to arrange the list according up to three keys at once (ascending, descending or the list predefined by user)

Ascending sort order:

- numbers are sorted from the lowest negative number,
- space
- symbols: ! " # \$ % & () * , . / : ; ? @ [\] ^ _ ' (|) ~ + < = >
- Letters according to alphabet, if case sensitive, lowercase first,
- logical data in order FALSE, TRUE,
- error values,
- empty cells.

Sorting database records

Data - Sort ...



Automatic sorting:

- It is accessible via the icons on the toolbar



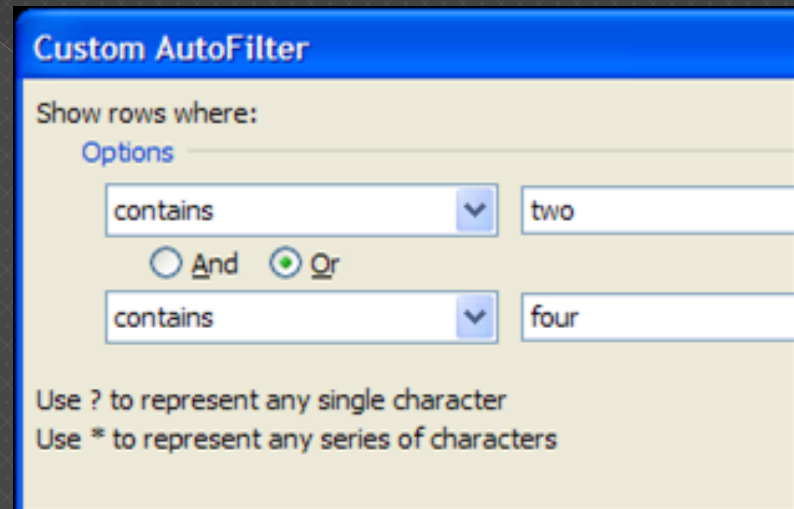
- sorting takes place according to the column where the cursor is located
- to sort by multiple keys, we must proceed from the least significant key.

Browsing the database records

- Two basic methods of searching the database:
 - A. Automatic filter
 - B. Enhanced filter
- filtering data allows to display only rows (records) that meet certain criteria,
- this way we can also retrieve data from database.

Automatic filter

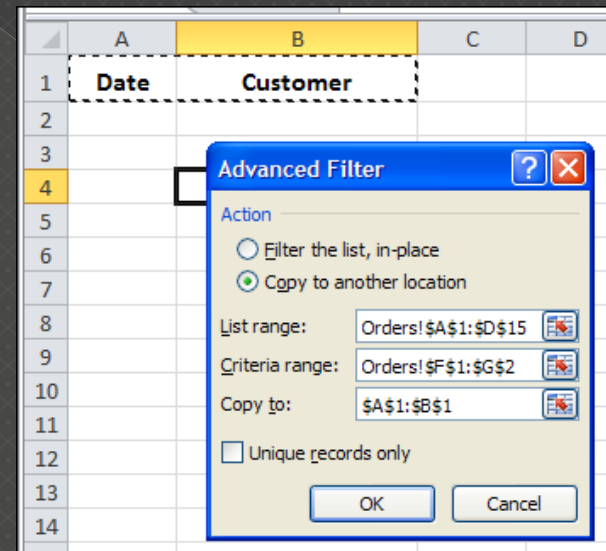
- Select one cell in a database and choose the command Data - Filter - AutoFilter
- the arrow buttons with drop-down menu is added to the first row of the table
- set conditions



- Note:
- The automatic filter conditions for more columns apply "simultaneously".

Advanced filter

- Advanced Filter allows the use of logical conditions "and," "or"
- for the column conditions
- Procedure:
- copy the heading line of the list - the names of the fields, to another location in the worksheet
- under the names of the fields we write the conditions - the filter criteria,
- choose one cell in the database
- and choose the command
- Data - Filter - Advanced Filter



Inserting Hyperlink

We can insert a hyperlink to

- › another document in MS Office stored on disk (Word, Excel ...)
 - Insert - Link
 - the full path to the document is added
- › the web site on the Internet
 - the address of the web site is added
 - eg. www.uniag.sk

Inserting a comment

Command

- Review – New comment or use right mouse button.
- We can put in the cells an explanation of the cell content,
- in the upper right corner will appear a red triangle and the cell "tooltip" that includes this comment
- Useful to explain the table header - eg. Instructions how to calculate the individual data in table

Working with windows

Window - New Window

- Opens a window with the same content as the active window with another serial number - allows viewing of different parts – e.g. Worksheets of the same file.

Window - Arrange

- Tiles, horizontally, vertically, Cascade

Window - Hide / Unhide

- Hides the active window - it is not in the list of available windows - the option **unhide** is activated

Working with windows

Window - Split

- Work with a large document often requires simultaneous display of different parts which will not fit on one screen
- The screen is divided into parts, each can display another part of the table

Window - Freeze Panes

- Working with large table or list - for example if we need to see constantly the header rows or columns.

File printing

- Use File button
Print...
- A Print dialog box appears
 - > Select the printer (or set print to file)
 - > Print range, number of copies ...

Page settings

- From the tab Page Layout we can set up:
 - Themes
 - Page setup
 - Scale to fit
 - Sheet options...

**Thank you for your
attention!**