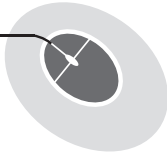


Excel as Database



LEARNING OUTCOMES

After the lesson, students will be able to:

- » Enter data in an Excel worksheet.
- » Identify and differentiate between records and fields.
- » Create tables.
- » Sort and filter data.
- » Create a data entry form.
- » Identify parts of data entry form.

WARM UP

Make a list of all the stationary things you need in your day to day life.

Ans. Do it yourself.

CHAPTER NOTES

- » A database is an organised collection of bulk of data so that getting different types of information become easy for users.
- » There are special software applications meant for handling this type of work, for example MS Access, MY SQL, etc.
- » MS Excel also provides database options to enter, store, and find specific information from data.
- » Microsoft Excel has built-in tools to keep track of data and find specific information.

- » While entering data, it is important to ensure that it is entered correctly.
- » Other than row 2 between the spreadsheet title and the column headings, do not leave any other blank rows when entering your data. Also, make sure that you don't leave any empty cells.
- » Data errors, caused by incorrect data entry, are the source of many problems related to data management.
- » If the data is entered correctly in the beginning, the program is more likely to give you the results you want.
- » Each row of data in a database is known as a record. When entering records, keep these guidelines in mind:
 - Do not leave any blank rows in the table. This includes not leaving a blank row between the column headings and the first row of data.
 - A record must contain data about only one specific item.
 - A record must also contain all the data in the database about that item. There can't be information about an item in more than one row.
- » Columns are known as fields. Each column needs a heading to identify the data it contains. These headings are called field names.
- » Field names are used to ensure that the data for each record is entered in the same sequence.
- » Data in a column must be entered using the same format.
- » Sorting is the process of arranging data in a certain sequence or order, may be alphabetically or numerically.
- » Filter is used to select desired data following some criteria from a larger set of data.
- » To use a data entry form in Excel, you have to first add it to the Quick Access Toolbar (or the Ribbon).
- » A data entry form in Excel has the following buttons:
 - New: This will clear any existing data in the form and allow you to create a new record.
 - Delete: This will allow you to delete an existing record.
 - Restore: If you're editing an existing entry, you can restore the

previous data in the form (if you haven't clicked New or pressed Enter).

- Find Prev: This will find the previous entry.
- Find Next: This will find the next entry.
- Scroll Bar: You can use the scroll bar to go through the records.
- Criteria: This allows you to find specific records. For example, if you are looking for all records of students studying in Class 7, you need to click the Criteria button, enter 'Class 7' in the Status field and then use the Find button.
- Close: This will close the form.

DEMONSTRATION

- » Enter data
- » Create tables
- » Sort and filter data
- » Create a data entry form

LAB ACTIVITIES

- » Use a form to enter data.
- » Search a record in Excel.
- » Use the Sort feature in Excel.
- » Filter data to show only the data required by you.
- » Use the Advanced Filter feature.

ASSESSMENT

Teacher can quiz the students on the following:

1. Database, its definition and use.
2. Use of Excel as a database.
3. Different ways we can manipulate data in Excel according to need.

SUGGESTED CLASS ACTIVITIES

From the following word grid, find any five terms explained in this lesson. Remember, words can be formed vertically, horizontally, diagonally, in any direction.

W	R	R	O	Y	U	I	F	D
D	E	G	U	V	N	M	I	X
J	C	Y	S	T	I	S	E	Z
F	O	R	M	N	O	A	L	S
L	R	A	B	R	C	A	D	T
T	D	A	T	A	P	A	D	Q
L	I	G	H	T	P	E	N	O