

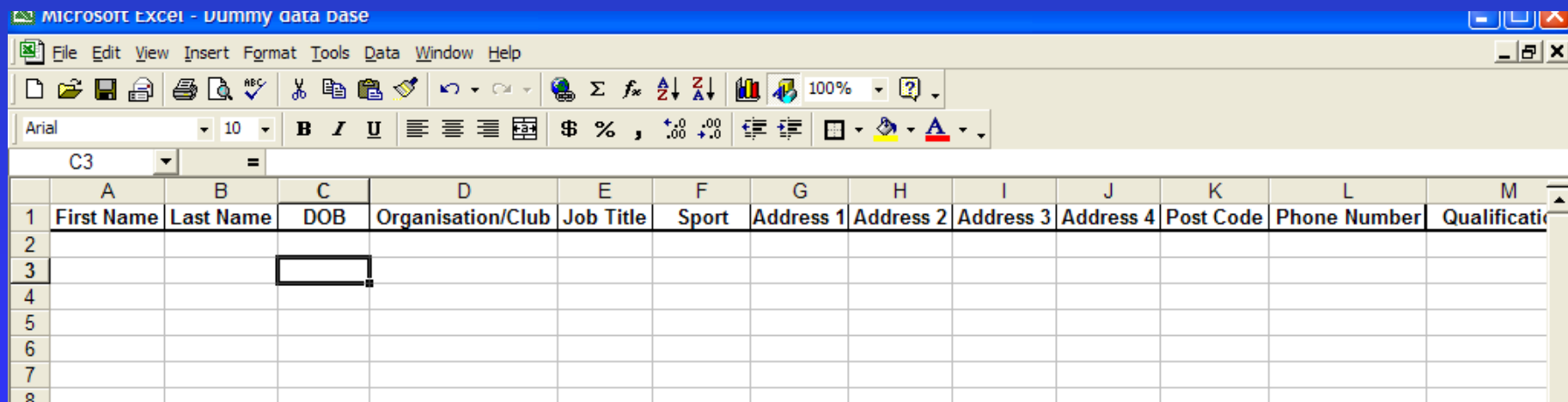
How to create a simple database in Excel

About: This guide outlines how you create a simple database using Excel 2000 and 2003.

Who is this guide intended for: Sports Development Teams, County Sports Partnerships and sports clubs

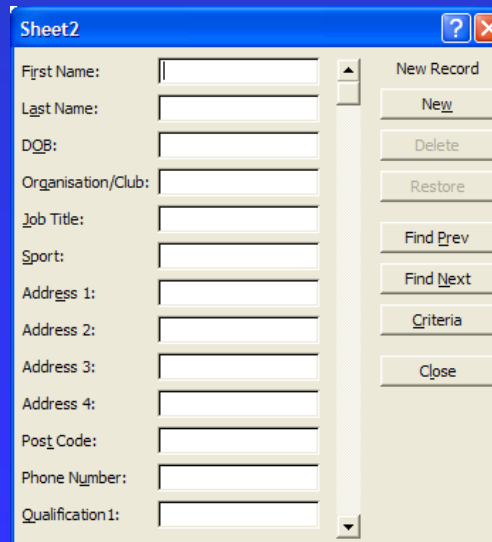
1. Create Fields

- Open up a blank Excel work book.
- Enter the fields you require along the top row of the work sheet.



2. Enter Data

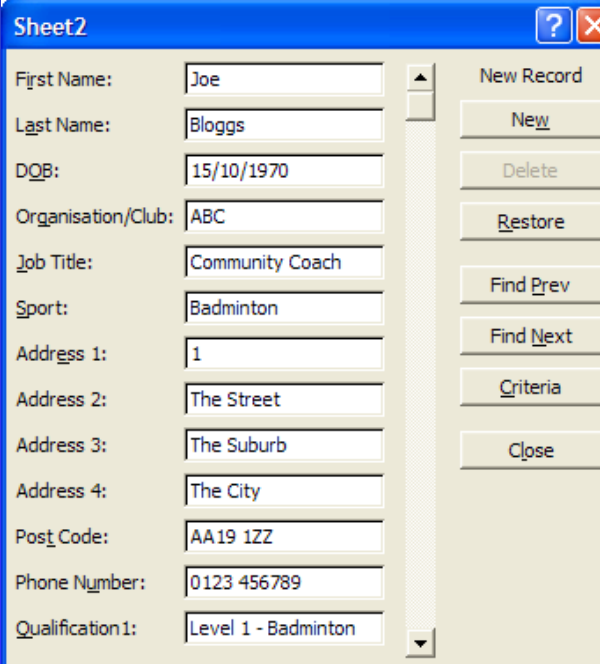
- Click in cell 1A of the work sheet
- Click on **Data** then **Form** from the top menu bar
- Click **OK** to the message which appears
- The following form is returned

A screenshot of a data entry form titled "Sheet2". The form contains several input fields for personal and professional information, and a vertical list of action buttons on the right side. The input fields are: First Name, Last Name, DOB, Organisation/Club, Job Title, Sport, Address 1, Address 2, Address 3, Address 4, Post Code, Phone Number, and Qualification 1. The action buttons are: New Record, New, Delete, Restore, Find Prev, Find Next, Criteria, and Close.

Next: Step 2 – Enter Data continued...

2. Enter Data continued...

- Complete data form
- Click **New** to enter another record




The screenshot shows a data entry window titled "Sheet2" with the following fields and buttons:

First Name:	Joe	New Record New Delete Restore Find Prev Find Next Criteria Close
Last Name:	Bloggs	
DOB:	15/10/1970	
Organisation/Club:	ABC	
Job Title:	Community Coach	
Sport:	Badminton	
Address 1:	1	
Address 2:	The Street	
Address 3:	The Suburb	
Address 4:	The City	
Post Code:	AA19 1ZZ	
Phone Number:	0123 456789	
Qualification 1:	Level 1 - Badminton	

Next: Step 2 – Enter Data continued...

2. Enter Data continued...

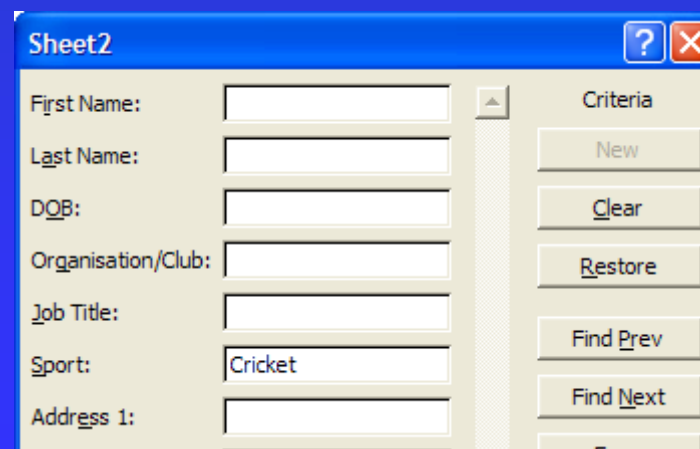
- A blank data form is returned and the record you previously entered is shown on row two of work sheet
- Repeat this process to complete your data base



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First Name	Last Name	DOB	Organisation/Club	Job Title	Sport	Address 1	Address 2	Address 3	Address 4	Post Code	Phone Number	Qualifica
2	Joe	Bloggs	15/10/1970	ABC	Communit	Badminton	1 The Street	The Suburb	The City	AA19 1ZZ	0123 456789	Level 1 - Ba	
3													
4													
5													
6													
7													
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9													
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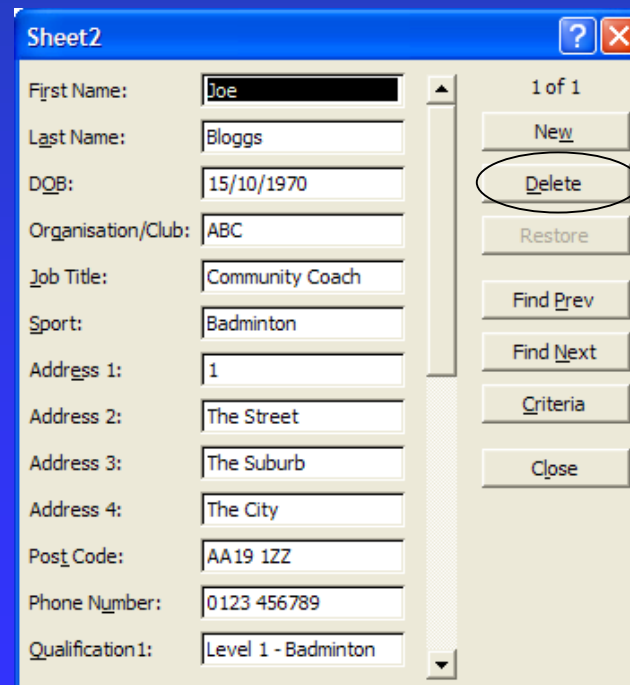
3. Finding Records

- Click on **Data** then **Form** from top menu bar
- Click on **Criteria** on the Data Form
- Put in your search criteria. You can include $<$, $>$ and $=$ symbols for numerical entries e.g. >1900 will return all records who have a DOB greater than 1900
- Click **Find Next** or **Find Previous** until you find the record you are looking for


A screenshot of a software window titled "Sheet2". The window contains a search criteria form with several input fields and a "Criteria" panel on the right. The input fields are: "First Name:", "Last Name:", "DOB:", "Organisation/Club:", "Job Title:", "Sport:" (with "Cricket" entered), and "Address 1:". The "Criteria" panel contains buttons for "New", "Clear", "Restore", "Find Prev", and "Find Next". There is also a "Form" button partially visible at the bottom.

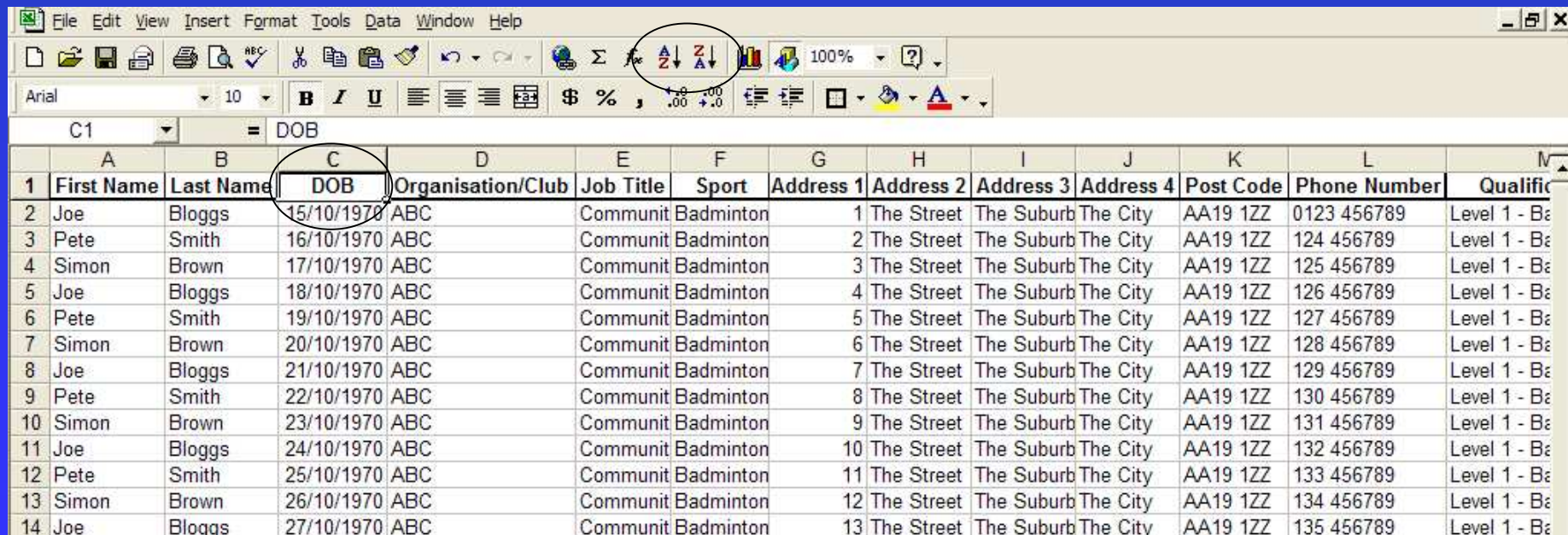
4. Deleting Records

- Once you have found the record using the previous process, select the **Delete** button

A screenshot of a software window titled "Sheet2". The window contains a form with various fields for data entry. The fields are: First Name: Joe, Last Name: Bloggs, DOB: 15/10/1970, Organisation/Club: ABC, Job Title: Community Coach, Sport: Badminton, Address 1: 1, Address 2: The Street, Address 3: The Suburb, Address 4: The City, Post Code: AA19 1ZZ, Phone Number: 0123 456789, Qualification 1: Level 1 - Badminton. On the right side of the form, there are several buttons: "New", "Delete" (circled in red), "Restore", "Find Prev", "Find Next", "Criteria", and "Close". The "Delete" button is highlighted with a red circle.

5. Sorting records

- Go to cell for the column you want to sort
- Click on  from the toolbar to sort data in ascending or descending order

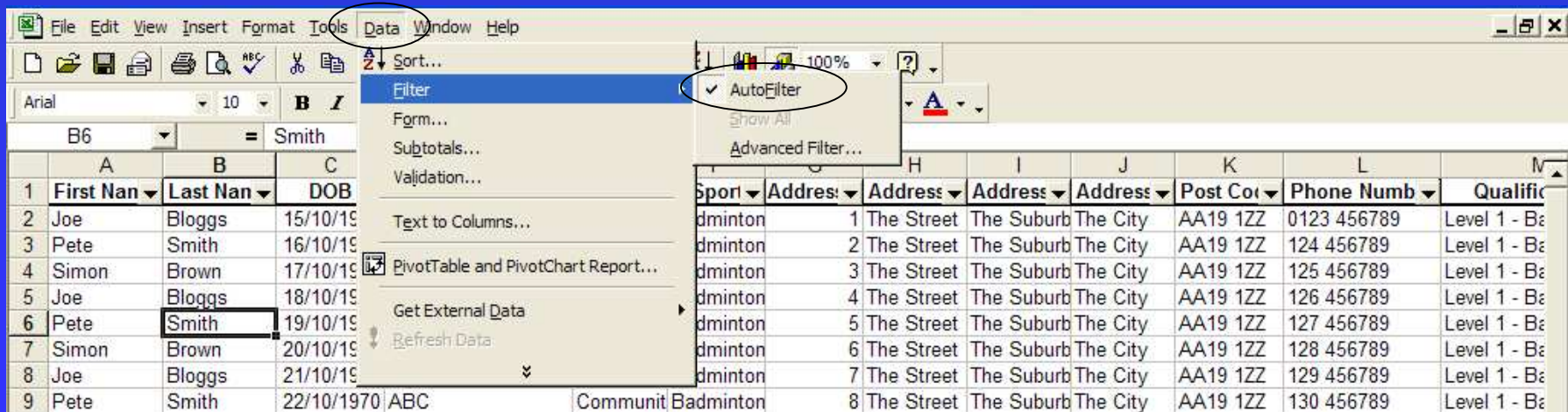


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	First Name	Last Name	DOB	Organisation/Club	Job Title	Sport	Address 1	Address 2	Address 3	Address 4	Post Code	Phone Number	Qualific
2	Joe	Bloggs	15/10/1970	ABC	Communit	Badminton	1 The Street	The Suburb	The City	AA19 1ZZ	0123 456789	Level 1 - Ba	
3	Pete	Smith	16/10/1970	ABC	Communit	Badminton	2 The Street	The Suburb	The City	AA19 1ZZ	124 456789	Level 1 - Ba	
4	Simon	Brown	17/10/1970	ABC	Communit	Badminton	3 The Street	The Suburb	The City	AA19 1ZZ	125 456789	Level 1 - Ba	
5	Joe	Bloggs	18/10/1970	ABC	Communit	Badminton	4 The Street	The Suburb	The City	AA19 1ZZ	126 456789	Level 1 - Ba	
6	Pete	Smith	19/10/1970	ABC	Communit	Badminton	5 The Street	The Suburb	The City	AA19 1ZZ	127 456789	Level 1 - Ba	
7	Simon	Brown	20/10/1970	ABC	Communit	Badminton	6 The Street	The Suburb	The City	AA19 1ZZ	128 456789	Level 1 - Ba	
8	Joe	Bloggs	21/10/1970	ABC	Communit	Badminton	7 The Street	The Suburb	The City	AA19 1ZZ	129 456789	Level 1 - Ba	
9	Pete	Smith	22/10/1970	ABC	Communit	Badminton	8 The Street	The Suburb	The City	AA19 1ZZ	130 456789	Level 1 - Ba	
10	Simon	Brown	23/10/1970	ABC	Communit	Badminton	9 The Street	The Suburb	The City	AA19 1ZZ	131 456789	Level 1 - Ba	
11	Joe	Bloggs	24/10/1970	ABC	Communit	Badminton	10 The Street	The Suburb	The City	AA19 1ZZ	132 456789	Level 1 - Ba	
12	Pete	Smith	25/10/1970	ABC	Communit	Badminton	11 The Street	The Suburb	The City	AA19 1ZZ	133 456789	Level 1 - Ba	
13	Simon	Brown	26/10/1970	ABC	Communit	Badminton	12 The Street	The Suburb	The City	AA19 1ZZ	134 456789	Level 1 - Ba	
14	Joe	Bloggs	27/10/1970	ABC	Communit	Badminton	13 The Street	The Suburb	The City	AA19 1ZZ	135 456789	Level 1 - Ba	

Next: Step 6 – Filtering data using Auto Filter

6. Filtering data using Auto Filter

- Click on any single cell which contains data
- Click on **Data** then **Filter** from the top menu bar
- Click on **AutoFilter** (this will allow you to filter each column)
- Click on the **downward arrow** on the column header **Organisation/Club**. This will allow you to view records which have something in common e.g. all people from a certain club or certain sport.

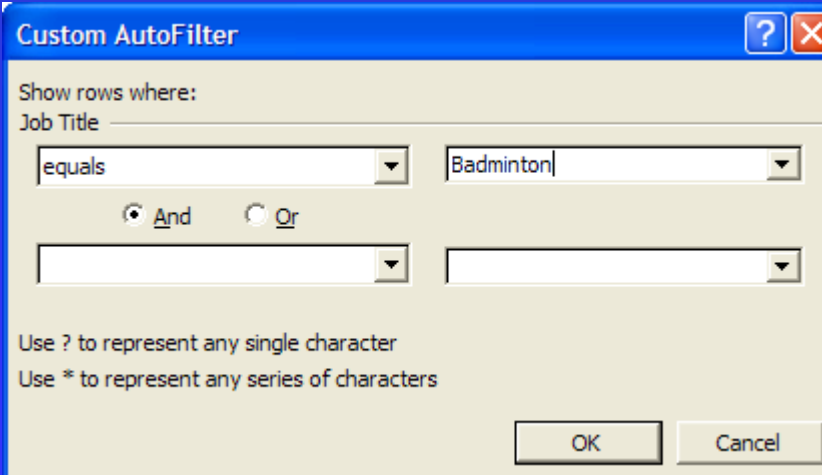


	A	B	C	H	I	J	K	L	M	
1	First Name	Last Name	DOB	Sport	Address	Address	Address	Post Code	Phone Number	Qualification
2	Joe	Bloggs	15/10/19	Badminton	1 The Street	The Suburb	The City	AA19 1ZZ	0123 456789	Level 1 - B
3	Pete	Smith	16/10/19	Badminton	2 The Street	The Suburb	The City	AA19 1ZZ	124 456789	Level 1 - B
4	Simon	Brown	17/10/19	Badminton	3 The Street	The Suburb	The City	AA19 1ZZ	125 456789	Level 1 - B
5	Joe	Bloggs	18/10/19	Badminton	4 The Street	The Suburb	The City	AA19 1ZZ	126 456789	Level 1 - B
6	Pete	Smith	19/10/19	Badminton	5 The Street	The Suburb	The City	AA19 1ZZ	127 456789	Level 1 - B
7	Simon	Brown	20/10/19	Badminton	6 The Street	The Suburb	The City	AA19 1ZZ	128 456789	Level 1 - B
8	Joe	Bloggs	21/10/19	Badminton	7 The Street	The Suburb	The City	AA19 1ZZ	129 456789	Level 1 - B
9	Pete	Smith	22/10/1970	Community Badminton	8 The Street	The Suburb	The City	AA19 1ZZ	130 456789	Level 1 - B

Next: Step 7 – Filtering data using custom filter

7. Filtering data using custom filter

- Unlike **Auto Filter**, this allows you to filter by two criteria fields
- Click on the **downward arrow** on the column header **Organisation/City** and click on **Custom**
- The box below appears which allows you set criteria for your filtering e.g. sport equals Badminton or DOB is greater than 1/1/1990.



The screenshot shows a dialog box titled "Custom AutoFilter" with a blue header bar containing a question mark icon and a close button. The main area is light gray and contains the following elements:

- The text "Show rows where:" followed by "Job Title" and a horizontal line.
- Two dropdown menus: the first contains "equals" and the second contains "Badminton".
- Two radio buttons: "And" (selected) and "Or".
- Two empty dropdown menus.
- Instructions: "Use ? to represent any single character" and "Use * to represent any series of characters".
- Buttons for "OK" and "Cancel" at the bottom right.

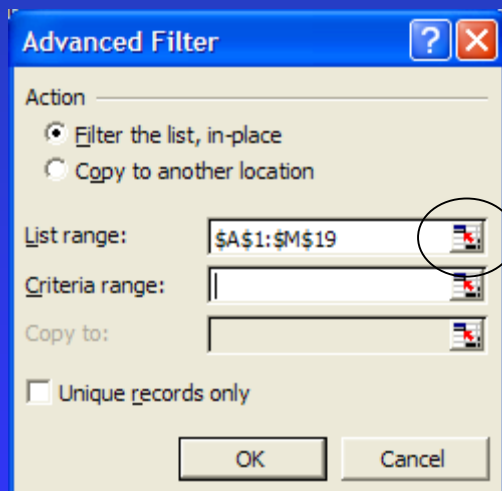
8. Filter data using advanced filter

- This allows you to filter by more than two criteria fields
- Copy your column headers at the bottom of the work sheet (ensure that you leave at least three blank rows)
- Copy the criteria you wish to filter by e.g badminton, cricket, rugby union and sailing

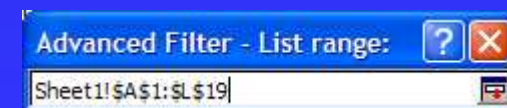
14	Joe	Bloggs	27/10/1970	ABC	Community Coach	Football	13	The Street	The Suburb	The City	AA19 1ZZ	135 456789
15	Pete	Smith	28/10/1970	ABC	Community Coach	Cricket	14	The Street	The Suburb	The City	AA19 1ZZ	136 456789
16	Simon	Brown	29/10/1970	ABC	Community Coach	Badminton	15	The Street	The Suburb	The City	AA19 1ZZ	137 456789
17	Joe	Bloggs	30/10/1970	ABC	Community Coach	Rugby Union	16	The Street	The Suburb	The City	AA19 1ZZ	138 456789
18	Pete	Smith	31/10/1970	ABC	Community Coach	Cricket	17	The Street	The Suburb	The City	AA19 1ZZ	139 456789
19	Simon	Brown	1/11/1970	ABC	Community Coach	Cricket	18	The Street	The Suburb	The City	AA19 1ZZ	140 456789
20												
21												
22												
23	First Name	Last Name	DOB	Organisation/Club	Job Title	Sport	Address 1	Address 2	Address 3	Address 4	Post Code	Phone Number
24						Badminton						
25						Cricket						
26						Rugby Union						
27						Sailing						
28												

8. Advanced Filter continued...

- Click on **Data, Filter,** then **Advanced Filter** from top menu bar
- Click on **red arrow** on right hand side of **list range box**

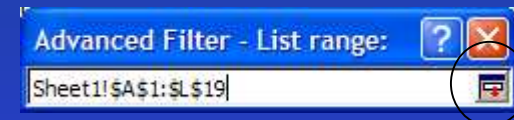


- Highlight the **cell range** that includes your data including the column headings (do not include the criteria selection you have copied at the bottom of the worksheet)



8. Advanced Filter continued...

- Click on red arrow once the **List range** is selected
- Select **Criteria range** by clicking on the red arrow to the right of the box
- Highlight the criteria of your filter (include the column heading)
- Click OK and your data will be filtered to include only the criteria you have defined



5	Joe	Bloggs	18/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	126 456789		
6	Pete	Smith	19/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	127 456789		
7	Simon	Brown	20/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	128 456789		
8	Joe	Bloggs	21/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	129 456789		
9	Pete	Smith	22/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	130 456789		
10	Simon	Brown	23/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	131 456789		
11	Joe	Bloggs	24/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	132 456789		
12	Pete	Smith	25/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	133 456789		
13	Simon	Brown	26/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	134 456789		
14	Joe	Bloggs	27/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	135 456789		
15	Pete	Smith	28/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	136 456789		
16	Simon	Brown	29/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	137 456789		
17	Joe	Bloggs	30/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	138 456789		
18	Pete	Smith	31/10/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	139 456789		
19	Simon	Brown	1/11/1970	ABC	Cor	ne Street	The Suburb	The City	AA19 1ZZ	140 456789		
20												
21												
22												
23	First Name	Last Name	DOB	Organisation/Club	Job Title	Sport	Address 1	Address 2	Address 3	Address 4	Post Code	Phone Number
24						Badminton						
25						Cricket						
26						Rugby Union						
27						Sailing						
28												

Further Reading

These have been instructions on how to create and manage a simple database using Excel. If you want to develop a more sophisticated database using Microsoft Access, visit the following web page:

<http://office.microsoft.com/en-us/access/default>