

**Self-Check Exercise**

1. Open A:\Self 3.
2. If necessary, select the Self-Check Three sheet tab.
3. Name the database cells **Clients**.
4. Add a new field called **Division** between the Company and Account Number fields.
5. Delete the field *Division*.
6. Delete the records for George McClellan and Tony Classo.
7. Add records to the database as shown in Table 8-2.

Client Name	Company	Account Number	Credit Limit	Service
Jaime King	King Rolling	45622	1000	N
Kelly Carmichael	Red Bakeries	78965	500	N
Mike Gore	Gore and Co.	45833	6000	Y
Kris Kelly	Kelly's Kakes	45899	500	Y

**Table 8-2: Database Data to Add**

8. Redefine the cell name *Clients* to include the new records.
9. Create a criteria table starting in cell G1 and name it **criteria**.  
*Hint: Expand column widths if needed.*
10. Enter search criteria to locate all the clients who provide service, and then perform the search.
11. Enter search criteria to find all the companies whose names begin with a C and end with an s, and then perform the search.