

**To create field names:**

1. In the first row of the database, enter the field names.

**To enter data into a database:**

1. Start entering the data directly below the field names. (Do not leave any blank rows.)
2. Enter the data into each cell as you would for any cell.

**To name database cells:**

1. Select the database cells.
2. From the QuickMenu, choose Name Cells.
3. In the Cell Names dialog box, in the Name text box, type the name.
4. Choose Add.
5. Choose Close.

**To add records anywhere in a database:**

1. Select the row(s) where the new record is to be inserted.
2. On the Toolbar, click the Insert button.
3. Add the new information as appropriate.
4. If required, update the database cell name.

**To delete records in a database:**

1. Select the row(s) of the record to be deleted.
2. On the Toolbar, click the Delete button.

**To add a field:**

1. Click the column heading where the new column is to be inserted.
2. On the Toolbar, click the Insert button.

**To delete a field:**

1. Click the column heading of the column to be deleted.
2. On the Toolbar, click the Delete button.

**To create a criteria table:**

1. Select a cell that will become the upper left corner of the table, and copy the names of the fields you want to include in the query.
2. Name the cells to be used in the query.

**To initialize field names:**

1. From the Tools menu, choose Data Tools, and then, from the Data Tools submenu, choose Notebook Query.
2. From the Notebook Data Query dialog box, in the Database Cells text box, enter the database cell coordinates or cell name.
3. Choose Field Names.
4. Choose OK.

**To locate records in a database with search criteria:**

1. In the criteria table, underneath the appropriate field name(s), enter the data for which you want to search.
2. From the Tools menu, choose Data Tools, and then, from the Data Tools submenu, choose Notebook Query.
3. In the Notebook Data Query dialog box, in the Database Cells text box, enter the database cell coordinates or cell name.
4. In the Criteria Table text box, enter the criteria table cell coordinates or cell name.