



Create a Table

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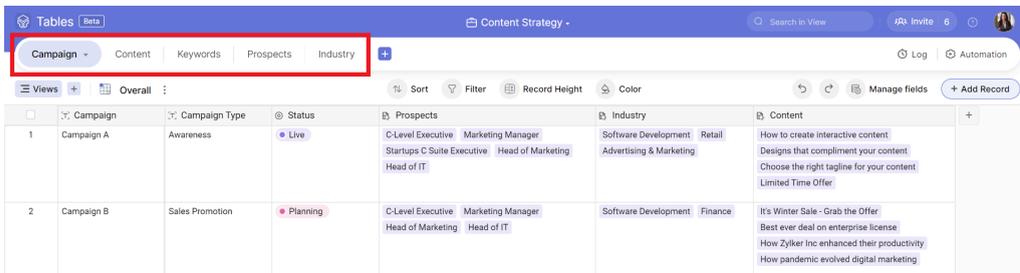
^ **Table**

^ **Create a table by importing an existing file:**

Table

A table consists of Records and Fields that help to organize information within a base. By default, a new base opens in a grid view. You can have multiple tables within a base to save related data.

For example, a base for a bug tracker might have separate tables for a list of bugs, developers, and features, while an inventory management base could have products, manufacturers, sales orders, and purchase orders. This way, all the information will be channeled in one organized base, clearly segmented by tables.

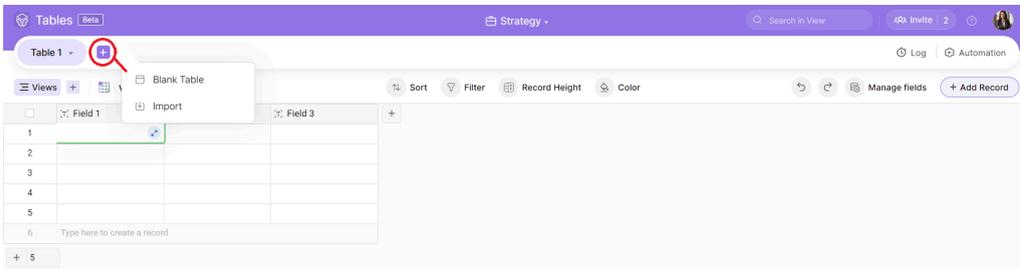


You can either create a new table from scratch or import an existing file and customize it.

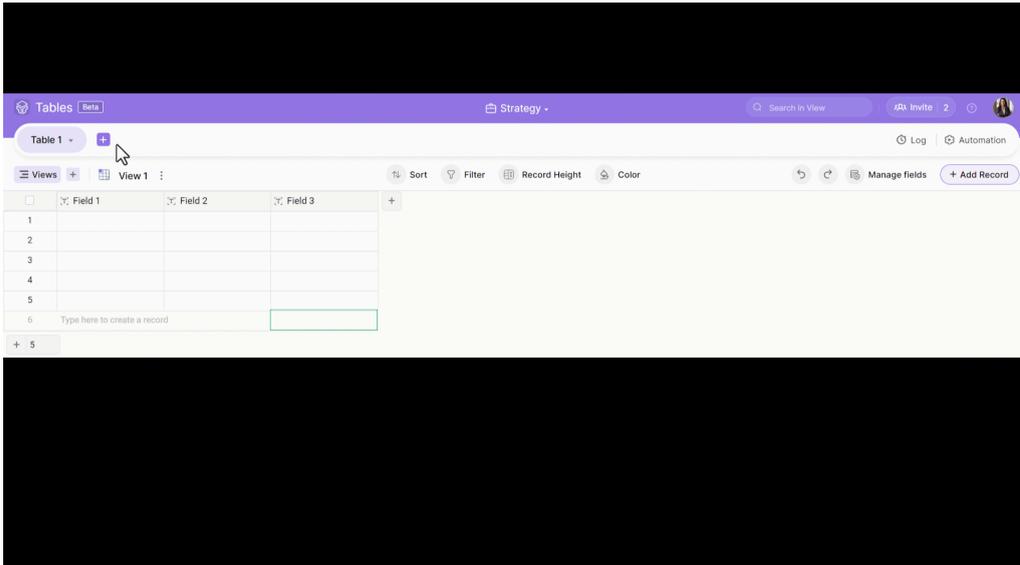
At the top of your base, you will see a Table that says Table 1, which is created by default. You can add more tables by clicking the + icon and renaming it.

Click the + **icon (Add a Table)** option. Selecting this option will display a context menu with two options.

- Create a Blank Table
(or)
- Import a Table



Select the **Blank Table** option. A new table with five records, and three fields will be created. You may begin to populate it with data.



Create a table by importing an existing file:

You can import a file to a table in two ways.

- i. **My file** - imports a file from your computer.
- ii. **Link (URL)** - imports a file from any link.

