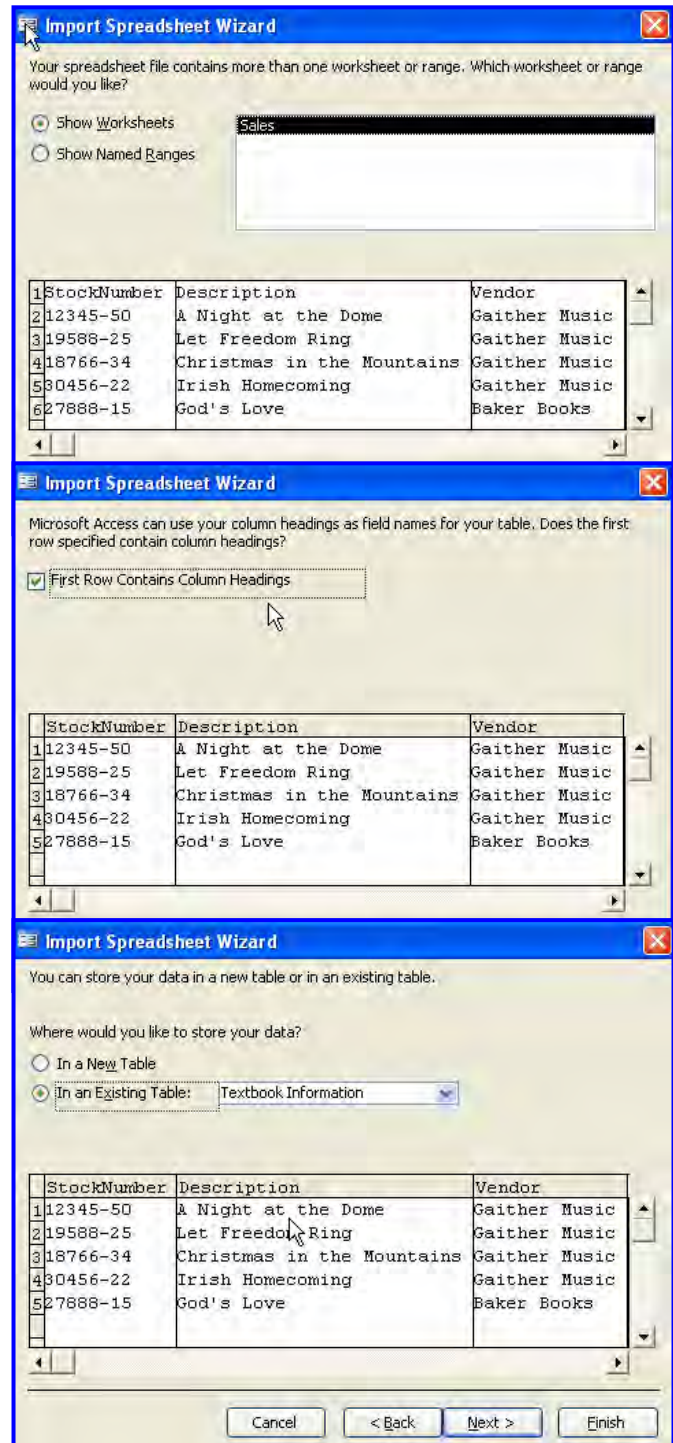


IMPORTING DATA INTO AN EXISTING TABLE

Access works well with Microsoft Excel. It is possible to import an entire worksheet or a named range from a worksheet into either a new table or an existing table. It is also possible to import specific fields from a worksheet or range. If a range of a worksheet is being imported, the worksheet can contain a header row. When data is being imported into an existing table, all the field names and data types must match exactly. If that is not true, then Access will not be able to import the data. An error message will be displayed.

- ❖ Make sure that **Table** is selected on the **Objects** pane.
- ❖ Select **File** on the **Menu Bar**.
- ❖ Choose **Get External Data** from the list of options.
- ❖ Select **Import** from the next list that appears.
- ❖ The **Import** dialog box will appear.
- ❖ Click the **Look in** drop-down arrow and select the drive where the workbook is located.
- ❖ In the **Files of type** list, choose **Microsoft Excel**.
- ❖ Click the Excel workbook that is to be imported from the list.
- ❖ Click the **Import** button.
- ❖ The **Import Spreadsheet Wizard** will display with the following options:
 - **Show Worksheets** - A list of the worksheets in the selected workbook will appear.
 - **Show Named Ranges** - Click this button if you are going to import a range that has been named in the selected workbook.
- ❖ In the next box, make sure that the check box for **First row contains column headings** is checked.
- ❖ Click the **Next** button.
- ❖ In this dialog box, there are two options. These are:
 - **In a New Table** - This option is used to create a new table within the database.
 - **In an Existing Table** - This option is used to store the data in a database table that was created earlier. To do this, the field names have to be the same for the



worksheet and the existing table.

- ❖ Click the option button for **In an Existing Table** and then click the drop-down arrow and choose the table that is to be used.
- ❖ Click the **Next** button to move to the last dialog box.
- ❖ Click the **Finish** button.
- ❖ A message will appear saying that Access has finished importing the table.
- ❖ If the data cannot be imported, an error message will appear stating that there was a problem with importing. There could be several different reasons why this might happen. Some of these are:
 - The Primary Key field information is not unique.
 - The field properties, such as data type, are not the same.
 - The data in the field is too large; it does not fit in the field width.

