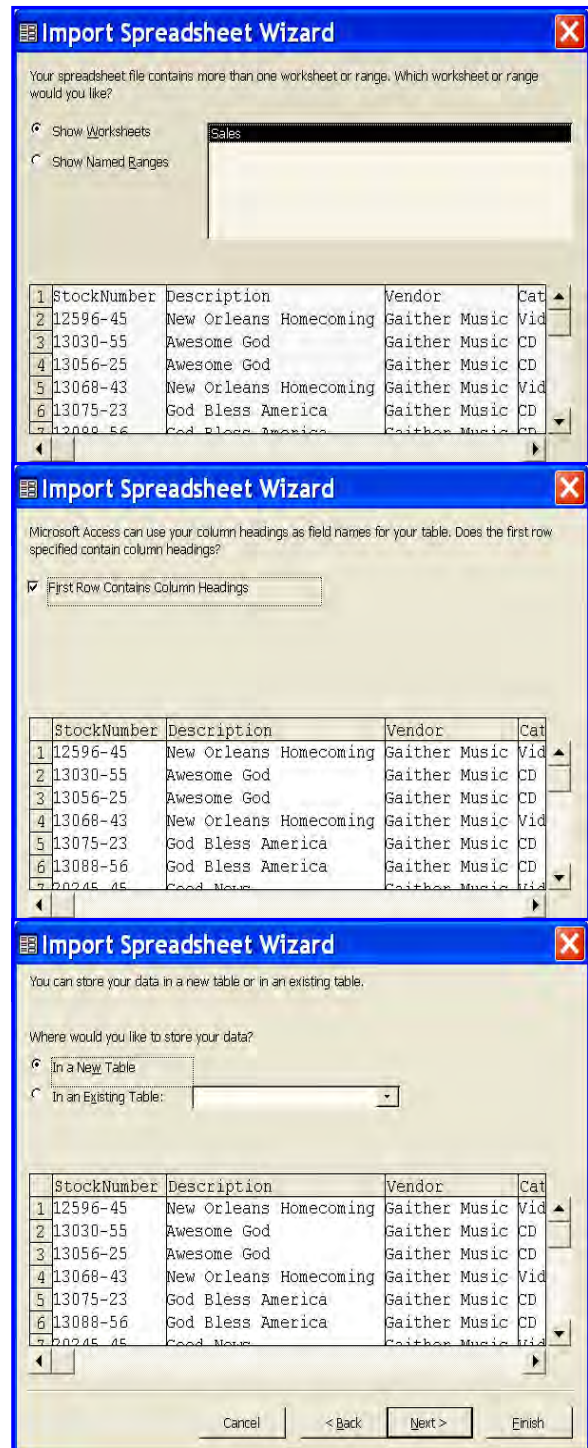


IMPORTING DATA INTO A NEW TABLE

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. When importing an entire worksheet from Excel, the worksheet needs to be created without a title row. The first row in the worksheet should be the heading row. If a range of a worksheet is being imported, the worksheet can contain a header row. To import a worksheet from Excel, complete the steps below:

- ❖ Make sure **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 folder where the workbook is located.
- ❖ In the **Files of type** list, choose **Microsoft Excel**.
- ❖ Click the Excel worksheet from the list that is to be imported.
- ❖ 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.
- ❖ If the workbook contains only one worksheet, click the **Next** button.
- ❖ If the workbook contains more than one worksheet, select the worksheet from the list on the right and then click **Next**.
- ❖ 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.



- ❖ Accept the default of **In a New Table** and then click the **Next** button.
- ❖ This dialog box allows for changes to the fields. Click **Next** to move to the next dialog box without making any changes.
- ❖ There are three options in this dialog box. They are:
 - **Let Access add primary key** – With this option, Access will set the primary key. An AutoNumber will be used for the field type.
 - **Choose my own primary key** – This option will allow you to choose which field in the table will be used for the primary key.
 - **No primary key** – The table will not contain a primary key. Even though it is possible not to have a primary key, this is not a recommended option.
- ❖ Choose one of the options from the list.
- ❖ If the option **Choose my own primary key** was selected, choose a field from the list that contains a unique number or other unique entry, such as an ID number.
- ❖ Click **Next** to move to the last dialog box in the Wizard (see illustration at right).
- ❖ This box allows you to name the table.
 - The default name can be used, if desired.
 - If a different name is desired, input it into the **Import to Table** box.
- ❖ If you want a wizard to analyze the data after importing the data, click that check box.
- ❖ If you want to display the Help menu after the wizard is finished, click that appropriate check box.
- ❖ When all the options have been selected, click the **Finish** button.
- ❖ A message will appear saying that Access has finished importing the table.
- ❖ Click **OK** to exit this dialog box.
- ❖ The table should appear in the list of tables in the database.

