

IMPORTING INFORMATION FROM AN ACCESS DATABASE

It is easy to import information from one or more of the standard Access objects, such as tables, queries, forms, reports, and pages. When a table is imported, you have the option of importing just the table definition or both the definition and the data. When an Access object is imported, the entire object is imported as an object of the same name in the active database. The option of importing selected fields or records is not available. If the active database already has an object of the same name, Access imports the object with a number added to the end of its name. To import an object from an Access database, complete the steps below:

- ❖ Click **File** on the **Menu Bar**.
- ❖ Choose **Get External Data** and then click **Import**.
- ❖ In the **Files of type** list, make sure **Microsoft Access** is selected.
- ❖ Click the **Look in** drop-down arrow and locate the location where the database is stored.
- ❖ Click the database name from the list of databases.
- ❖ Click the **Import** button.
- ❖ The **Import Objects** dialog box will appear.
 - This dialog box contains tabs for all the objects in the database.
 - The first lists that will appear are the tables in the database.
 - Click any of the other object tabs to import a different object.
- ❖ Click the name of the table or object that is to be imported.
- ❖ If the **Select All** button was clicked, all the tables in the list would be imported into the active database.
- ❖ When the **Deselect All** button is clicked, none of the objects in the list will be selected.
- ❖ Click the **Options** button to select what is to be imported.
 - Several options appear below the list of tables or objects.
 - Choose any of the options by clicking on the check box or option button.
- ❖ When all the options have been selected, click the **OK** button.
- ❖ The **New Table** should now appear in the list of tables in the database.

