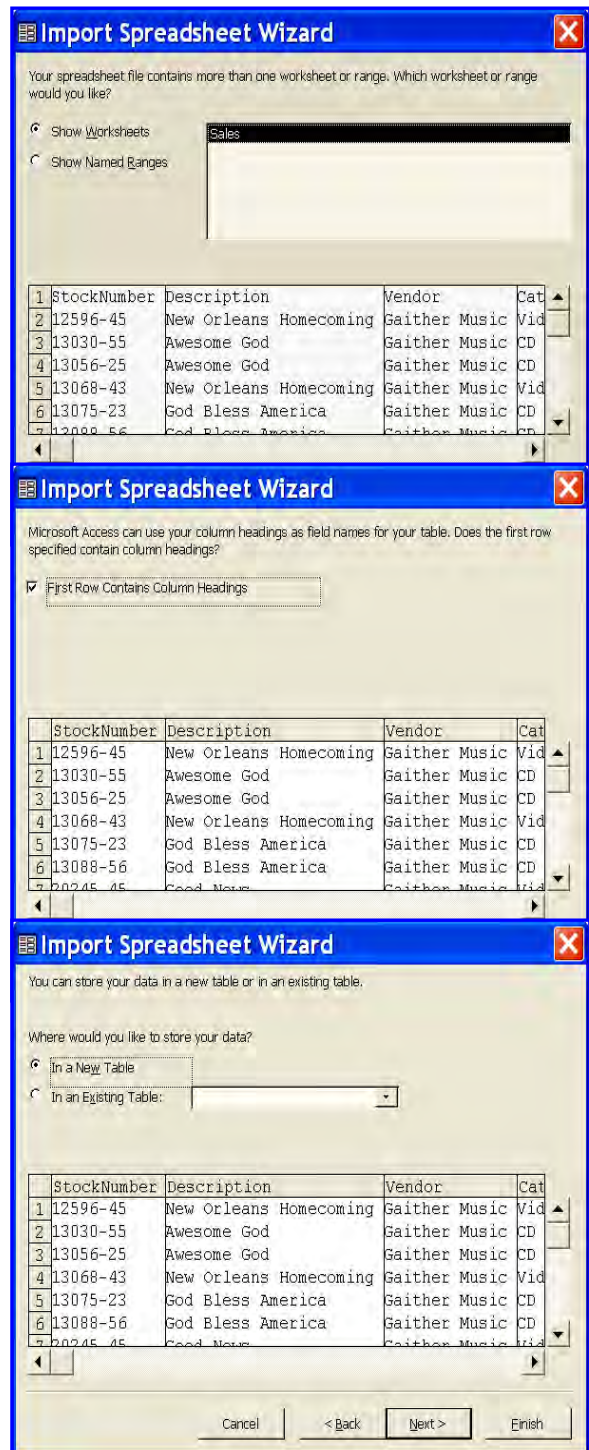


## IMPORTING INFORMATION FROM EXCEL

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:

### Importing Data into a New Table

- ❖ 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.



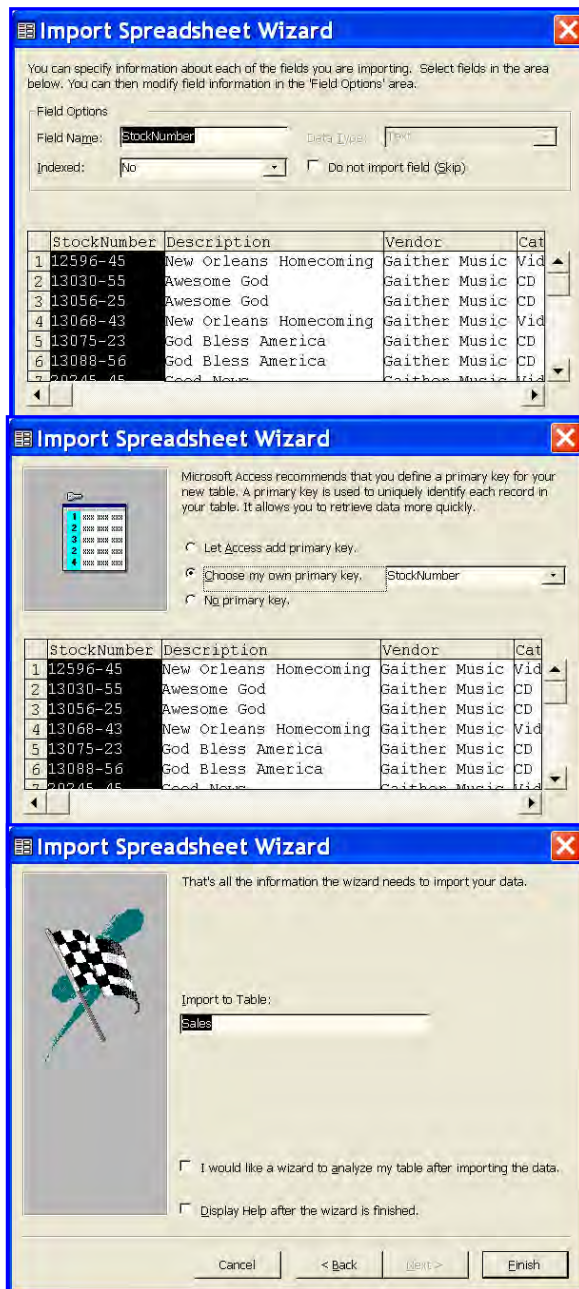
- ❖ Accept the default of **In a New Table** and then click the **Next** button.
- ❖ This dialog box allows for changes to the fields. Click **Next** to move to the next dialog box without making any changes.

- ❖ 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.



### Importing Data into an Existing Table

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 worksheet 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.