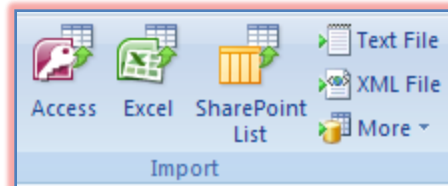


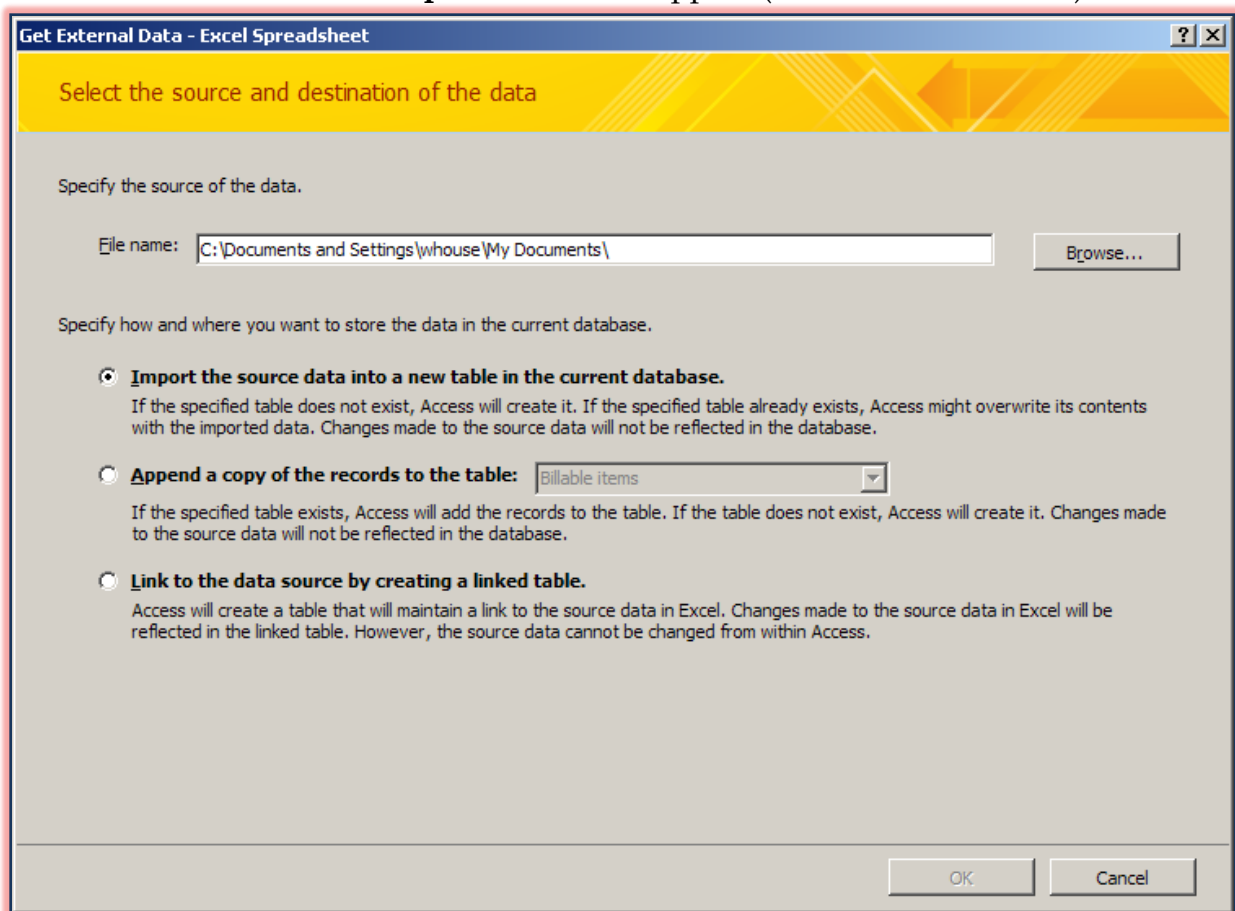
## Importing Data into an Existing Table

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.

- ❖ Click the **External Data Tab**.
- ❖ In the **Import Group**, click **Excel** (see illustration below).



- ❖ The **Get External Data-Excel Spreadsheet** will appear (see illustration below).



- ❖ Click the **Browse** folder and to locate the worksheet that is to be imported.
- ❖ Under **Specify how and where to store the data in the current database** choose **Append a copy of the records to the table** \_\_\_\_.
- ❖ Click the list arrow to select the table into which the new data is to be appended.
- ❖ Click **OK**.
- ❖ 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.
- ❖ 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.