IMPORT 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:

1. Click the External Data Tab.
2. In the Import Group, click Excel (see illustration below).

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

1. Click the Browse button to locate the worksheet that is to be imported.
2. Under Specify how and where to store the data in the current database choose Import the source data into a new table in the current database.
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.

This box is used to make changes to Field Names or Field Types. If changes do not need to be made, click **Next**.

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 is used 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.

This box allows users 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.

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.

If the data cannot be imported, an error message will appear stating that there was a problem with importing. The reason for this could be that the Primary Key field information is not unique.

**NOTE:** The window in the Wizard after the first step will be different for the other two options.