

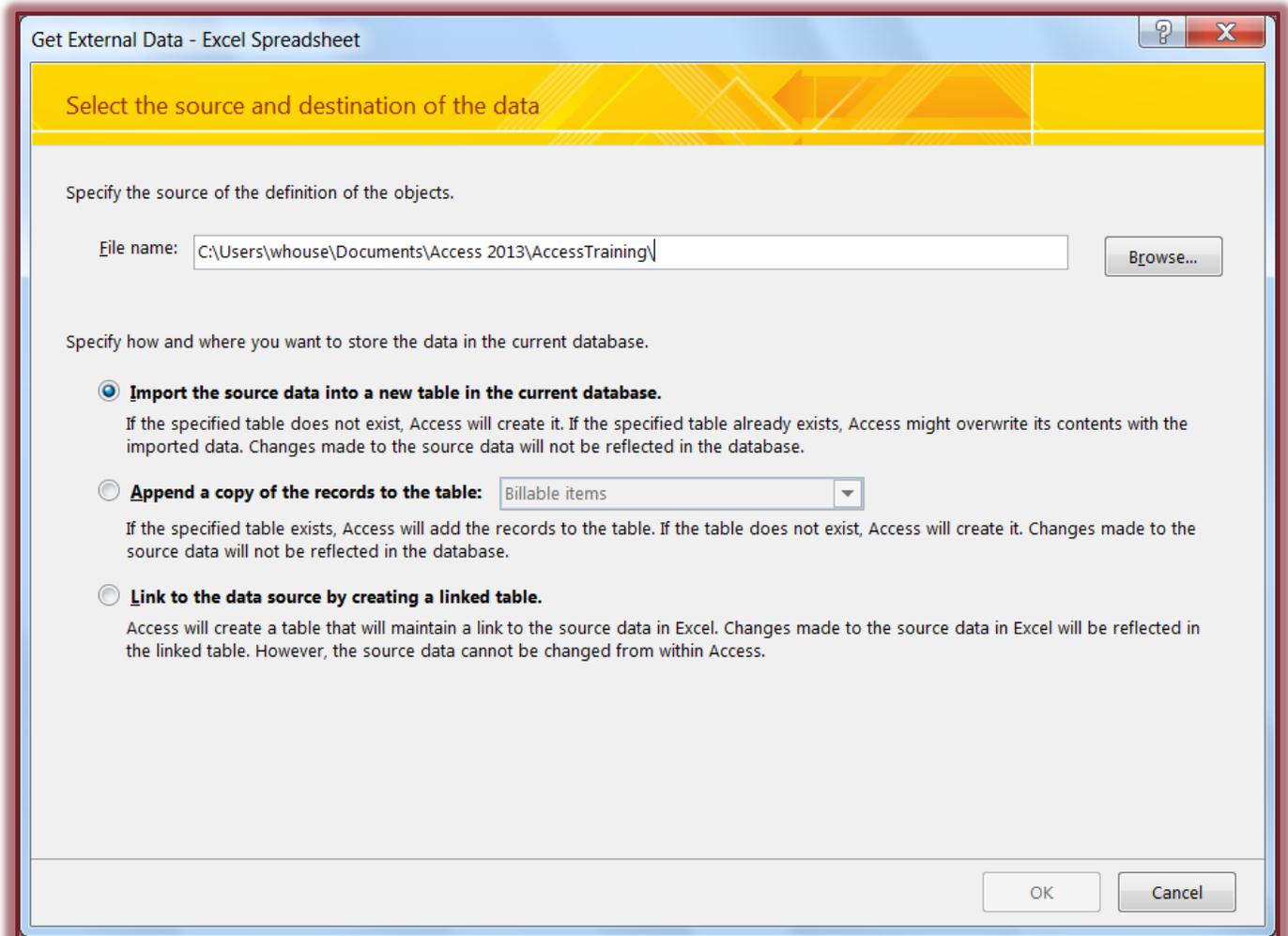
IMPORT INFORMATION FROM EXCEL

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:

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



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



- ✦ Click the **Browse** button to locate the worksheet that is to be imported.
- ✦ 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**.

- † 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.
- † 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.