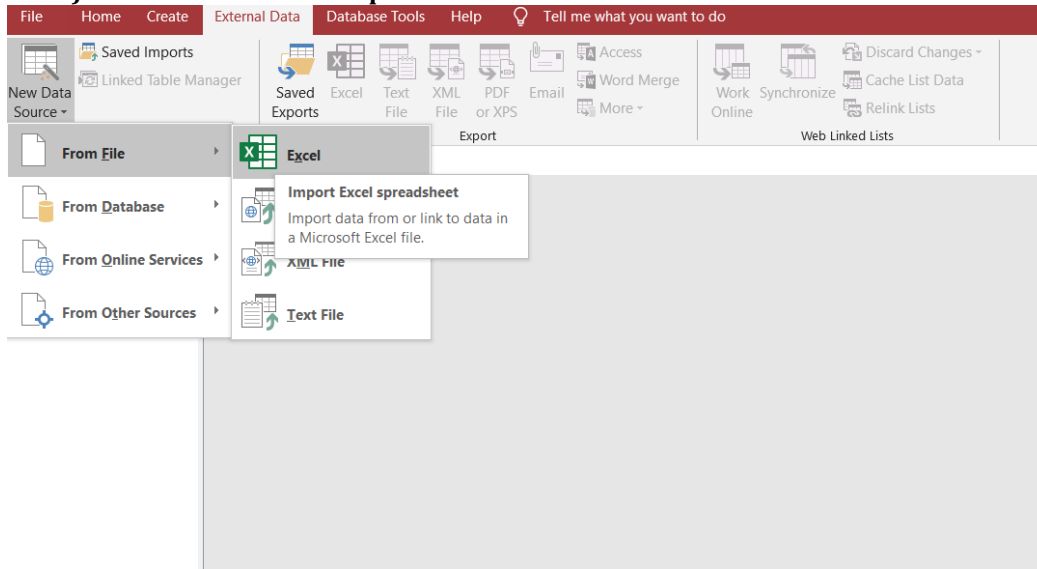


How to Import Data into Access from Excel

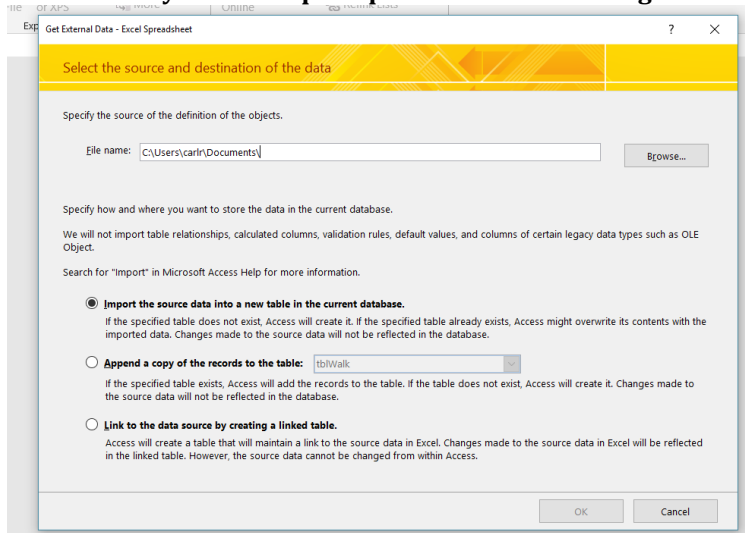
****while this tutorial illustrates a generalizable concept, yet examples are specific to the Kokos case which requires the import of an excel file into access**

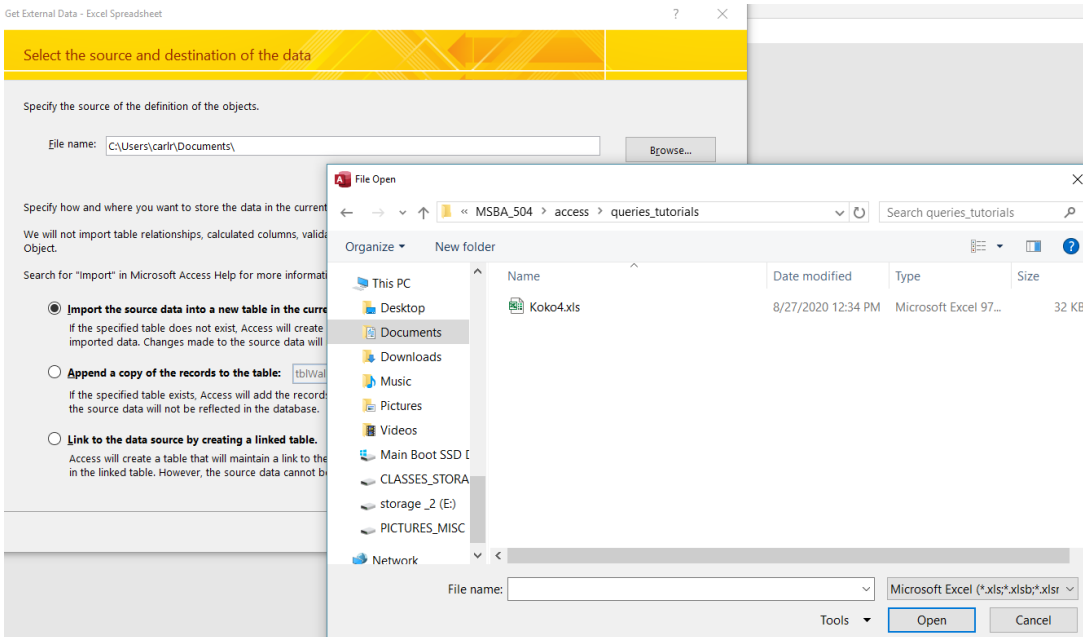
Step 1 Open Access database that you wish to import the data into. (PS. It also helps if you have the Excel sheet already set up in the table format you wish to create)

Step 2 – Click on External Data—New Data Source and make selection according to your data (in this example it is Excel) —This will start the Import Wizard



If Successful you will be prompted with the following screen

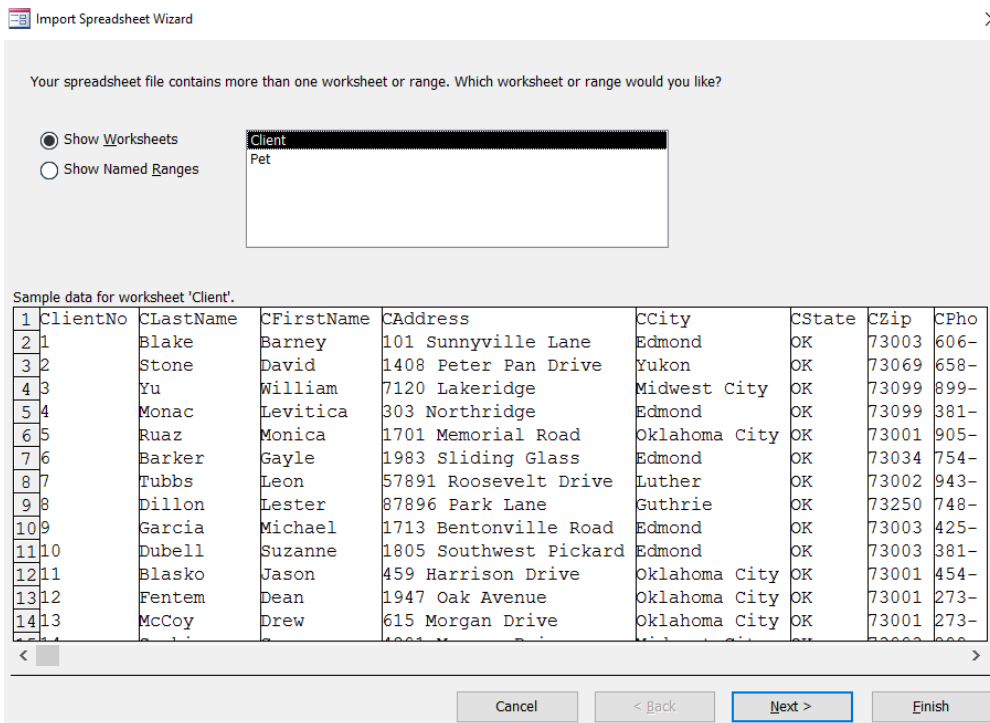




At this stage you need to keep in mind two different items, First how do you wish to import, either as a new table, appending to an existing table, or creating a linked table. Second, you will need to browse and locate the file. In this example, I am looking for the Kokos excel file for the Kokos case.

Once you locate the file, highlight it At this point you highlight the file and click on OPEN. You should now see the following screen:

Select the worksheet that holds the data and click Next. (for purposes of the Kokos assignment both sheets will need to be imported)



Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

First Row Contains Column Headings

	ClientNo	CLastName	CFirstName	CAddress	CCity	CState	CZip	CPhor
1	1	Blake	Barney	101 Sunnyville Lane	Edmond	OK	73003	606-
2	2	Stone	David	1408 Peter Pan Drive	Yukon	OK	73069	658-
3	3	Yu	William	7120 Lakeridge	Midwest City	OK	73099	899-
4	4	Monac	Levitica	303 Northridge	Edmond	OK	73099	381-
5	5	Ruaz	Monica	1701 Memorial Road	Oklahoma City	OK	73001	905-
6	6	Barker	Gayle	1983 Sliding Glass	Edmond	OK	73034	754-
7	7	Tubbs	Leon	57891 Roosevelt Drive	Luther	OK	73002	943-
8	8	Dillon	Lester	87896 Park Lane	Guthrie	OK	73250	748-
9	9	Garcia	Michael	1713 Bentonville Road	Edmond	OK	73003	425-
10	10	Dubell	Suzanne	1805 Southwest Pickard	Edmond	OK	73003	381-
11	11	Blasko	Jason	459 Harrison Drive	Oklahoma City	OK	73001	454-
12	12	Fentem	Dean	1947 Oak Avenue	Oklahoma City	OK	73001	273-
13	13	McCoy	Drew	615 Morgan Drive	Oklahoma City	OK	73001	273-
14	14	Sephin	Gary	4201 Morgan Drive	Midwest City	OK	73003	899-

Buttons: Cancel, < Back, Next >, Finish

By Default Access asks if the First Row contains the Column Headings, in this example it does. Click Next and Continue.

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: ClientNo Data Type: Double

Indexed: No Do not import field (Skip)

	ClientNo	CLastName	CFirstName	CAddress	CCity	CState	CZip	CPhor
1	1	Blake	Barney	101 Sunnyville Lane	Edmond	OK	73003	606-
2	2	Stone	David	1408 Peter Pan Drive	Yukon	OK	73069	658-
3	3	Yu	William	7120 Lakeridge	Midwest City	OK	73099	899-
4	4	Monac	Levitica	303 Northridge	Edmond	OK	73099	381-
5	5	Ruaz	Monica	1701 Memorial Road	Oklahoma City	OK	73001	905-
6	6	Barker	Gayle	1983 Sliding Glass	Edmond	OK	73034	754-
7	7	Tubbs	Leon	57891 Roosevelt Drive	Luther	OK	73002	943-
8	8	Dillon	Lester	87896 Park Lane	Guthrie	OK	73250	748-
9	9	Garcia	Michael	1713 Bentonville Road	Edmond	OK	73003	425-
10	10	Dubell	Suzanne	1805 Southwest Pickard	Edmond	OK	73003	381-
11	11	Blasko	Jason	459 Harrison Drive	Oklahoma City	OK	73001	454-
12	12	Fentem	Dean	1947 Oak Avenue	Oklahoma City	OK	73001	273-
13	13	McCoy	Drew	615 Morgan Drive	Oklahoma City	OK	73001	273-
14	14	Sephin	Gary	4201 Morgan Drive	Midwest City	OK	73003	899-

Buttons: Cancel, < Back, Next >, Finish

Now Access inquires if you want to index the field or skip the field. You can even change the datatype if desired. For purposes of Kokos and this tutorial, you can just import all the fields as is without any changes.

Import Spreadsheet Wizard

Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

Let Access add primary key.
 Choose my own primary key. ClientNo
 No primary key.

	ClientNo	CLastName	CFirstName	CAddress	CCity	CState	CZip	CPhor
1	1	Blake	Barney	101 Sunnyville Lane	Edmond	OK	73003	606-
2	2	Stone	David	1408 Peter Pan Drive	Yukon	OK	73069	658-
3	3	Yu	William	7120 Lakeridge	Midwest City	OK	73099	899-
4	4	Monac	Levitica	303 Northridge	Edmond	OK	73099	381-
5	5	Ruaz	Monica	1701 Memorial Road	Oklahoma City	OK	73001	905-
6	6	Barker	Gayle	1983 Sliding Glass	Edmond	OK	73034	754-
7	7	Tubbs	Leon	57891 Roosevelt Drive	Luther	OK	73002	943-
8	8	Dillon	Lester	87896 Park Lane	Guthrie	OK	73250	748-
9	9	Garcia	Michael	1713 Bentonville Road	Edmond	OK	73003	425-
10	10	Dubell	Suzanne	1805 Southwest Pickard	Edmond	OK	73003	381-
11	11	Blasko	Jason	459 Harrison Drive	Oklahoma City	OK	73001	454-
12	12	Fentem	Dean	1947 Oak Avenue	Oklahoma City	OK	73001	273-
13	13	McCoy	Drew	615 Morgan Drive	Oklahoma City	OK	73001	273-
14	14	Sephin	Gary	4201 Morgan Drive	Midwest City	OK	73003	899-

Cancel < Back Next > Finish

You also get three choices regarding primary keys. Again, the primary keys were already created in the employee file, so select **CHOOSE MY OWN PRIMARY KEY** and Click Next.

LAST STEP – GIVING THE TABLE A NAME

Import Spreadsheet Wizard

That's all the information the wizard needs to import your data.

Import to Table: Client

I would like a wizard to analyze my table after importing the data.

Cancel < Back Next > Finish

By default Access will attempt to give the table the same name as the worksheet, so in this example we let the table have the same name as the sheet (Client). It is not mandatory to have a wizard analyze your table. If you are successful the following screen should appear:

Save Import Steps

Finished importing file 'C:\Users\carlr\Documents\misc_carl_working\MSBA_504\access\queries_tutorials\Koko4.xls' to table 'Client'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

Save import steps

Close

Congratulations you have just imported data from Excel into Access!