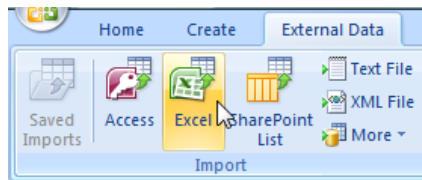


# Access 2007: Importing an Excel Table Learning Guide

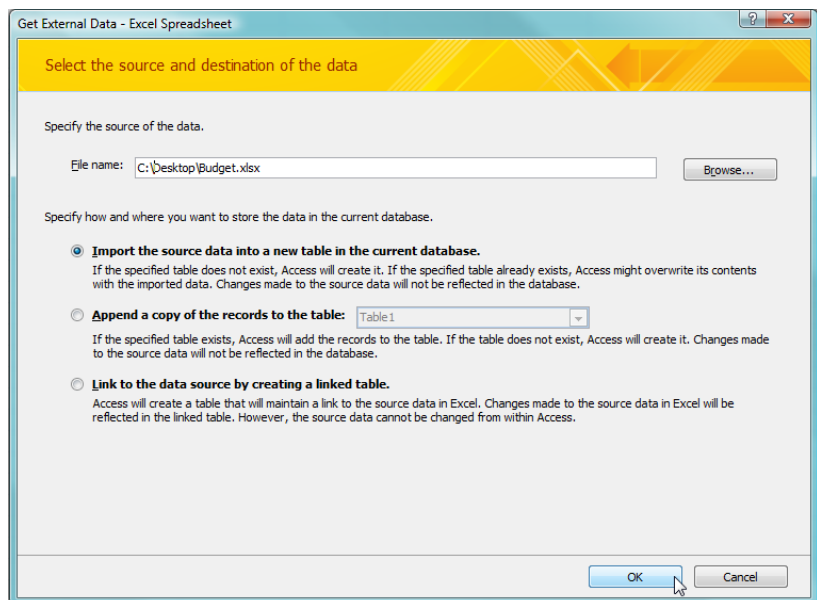
## Importing your Excel Table

Instead of having to copy and paste an entire worksheet worth of data from Excel into your database in Access, you can simply import the entire table.

- Open up the Access database where you wish to import your Excel table.
- From the **External Data** ribbon, go to the **Import** tab and click on the **Excel** button.



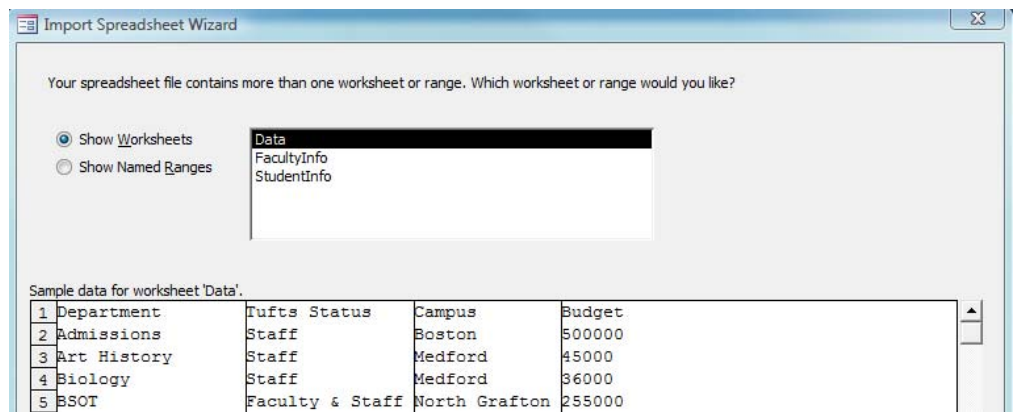
- The **Import Spreadsheet** wizard will appear.



- Click on the **Browse** button to navigate to the location of your file. Select your file and click the **Open** button.
- Decide on how you want to import your data. Most likely the default option of “Importing source data to a new table” is most appropriate, but you also have the option of appending data to a current table or creating a linked table. After making your selection, click **OK**.

### Specifying which data to import

- Select the worksheet from the list below that has the data you wish to import. Verify that the data being imported is correct in the “Sample data” region and click **Next**.

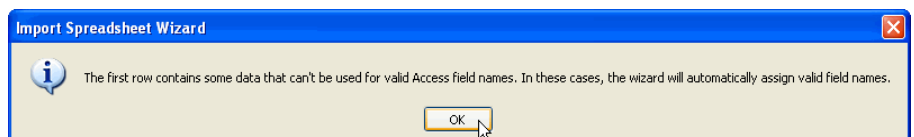


- You can also import named regions of your spreadsheets by clicking on “Show Named Regions” and selecting from this list.

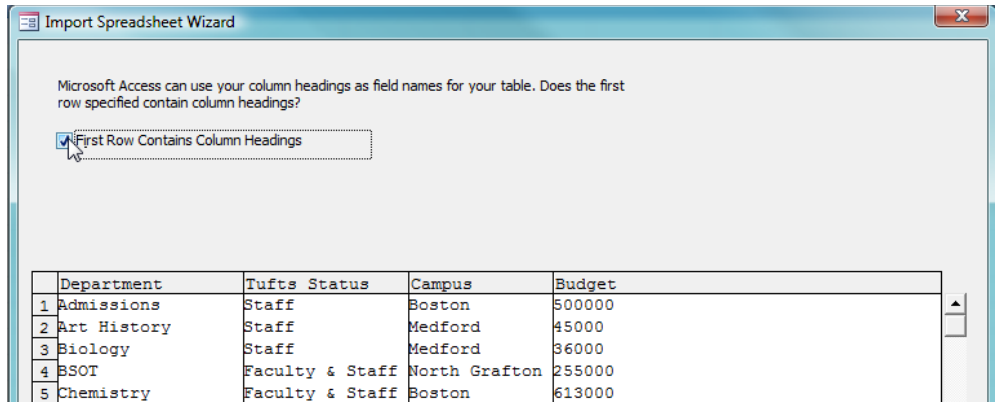
### Specifying the Table’s Column Header

Access will allow you to specify if the first row of data in your Excel spreadsheet contains column headings.

- If the first row of data contains empty columns, the **Import Spreadsheet Wizard** error message will appear.
  - Click on the button labeled **OK**.



- If the first row of your spreadsheet contains the column headings for your data:
  - From the **Import Spreadsheet** window, click to place a checkmark in the box labeled **First Row Contains Column Headings**.

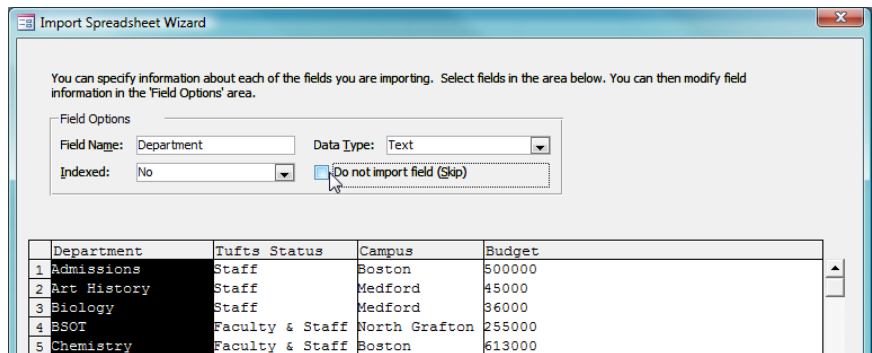


- Click on the button labeled **Next**.

### Specifying field information

Access allows you to specify information about each field such as the Field Name, Data Type, and Indexing information. You can even choose to exclude fields. To edit information for a field:

- Click anywhere in the field. The entire field should now be highlighted.
- Edit the information in the **Edit Options** region.

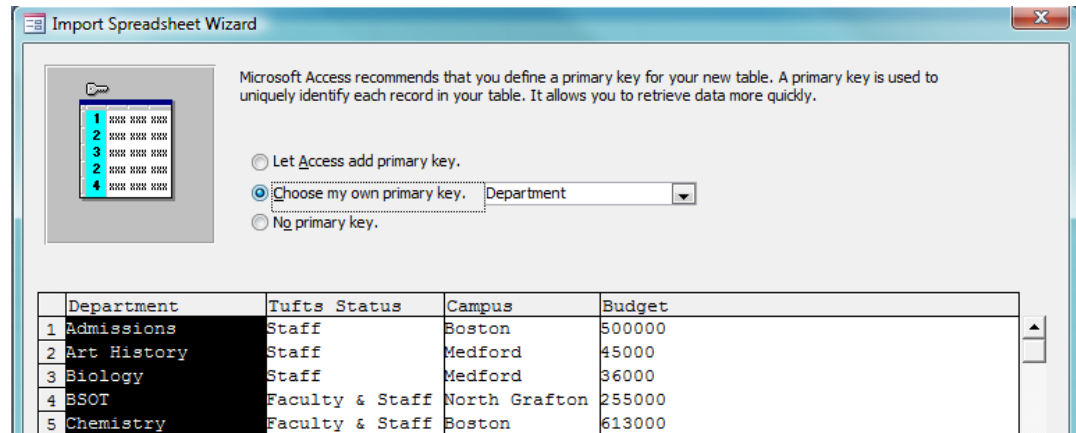


- For example, to exclude a field from the import process, click on the checkbox labeled “Do not import field (Skip)”
- Click **Next** when your satisfied with the field information.

## Specifying a primary key for your data

Access recommends that you index your data by assigning a primary key in the leftmost column.

- If you believe you might need a way to uniquely identify records in your table, select “Let Access add primary key”.
- You may prefer to assign a field in your table as the primary key. To do so, select “Choose my own primary key” and select the field you want to be primary key from the adjacent drop-down box .
- If you don’t want a primary key at all, select “No primary key”.

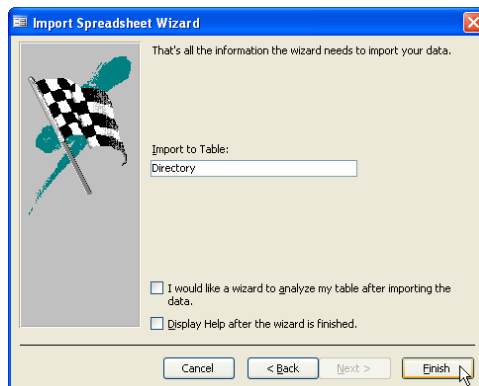


- Click **Next** when finished.

## Naming your Table

Access will ask you to name your table before you import it.

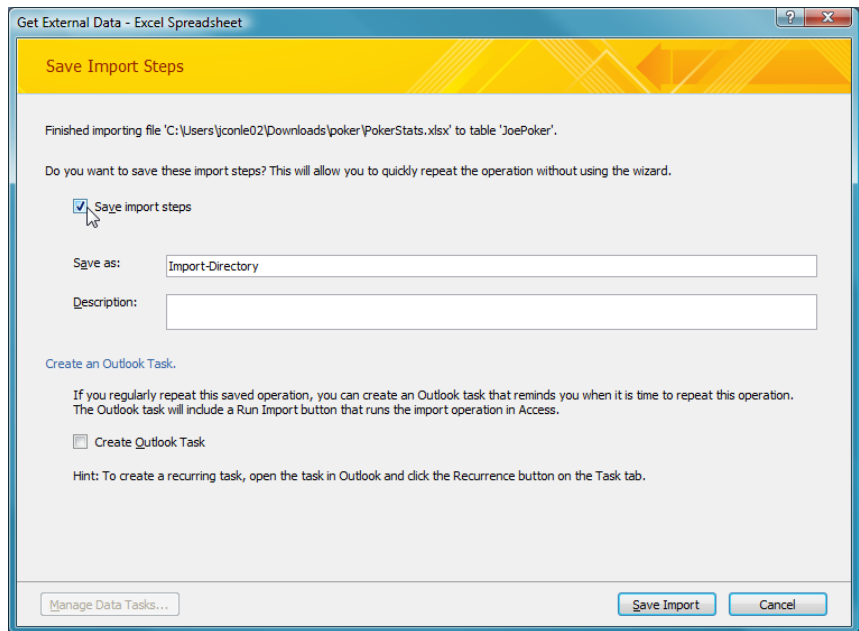
- In the box labeled **Import to Table**, type a descriptive name for your table (for example, Directory).
- Click on the button labeled **Finish** to import your Excel spreadsheet into Access.



## Saving your Import Steps

Access allows you to save the import options you just specified for future importing. If your Excel spreadsheet gets updated on a regular basis and you intend to use the same settings for each import, it would be wise to save your settings (otherwise click **Close** and your table will be created).

- From the **Save Import Steps** window, click the checkbox labeled “Save import steps”.



- Type in a name to save your import. You can also write a brief description describing what you are importing and why you need to save the import steps.
- Click **Save Import** to save your import steps.

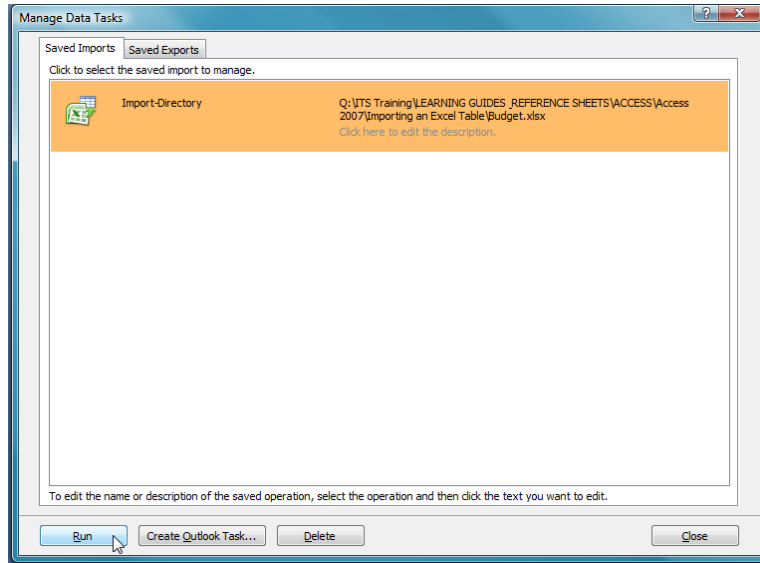
## Using Saved Imports

To run your saved import, make sure that the table you originally used for importing is closed (Your saved import will overwrite the original table).

- From the **External Data** ribbon, go to the **Import** tab and click on the **Saved Imports** button.



- The **Manage Data Tasks** window will appear.



- Highlight the saved import you wish to execute and click **Run**. Access will create the imported table specified in your saved import settings.