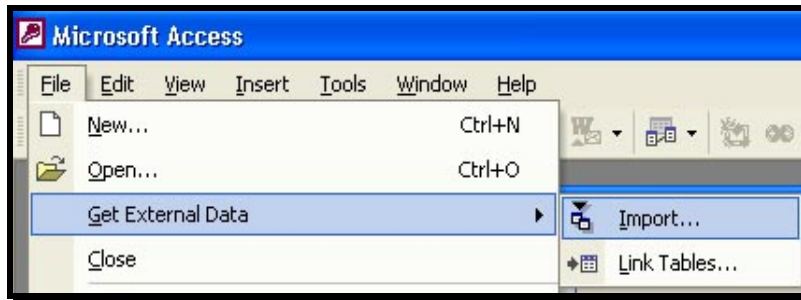


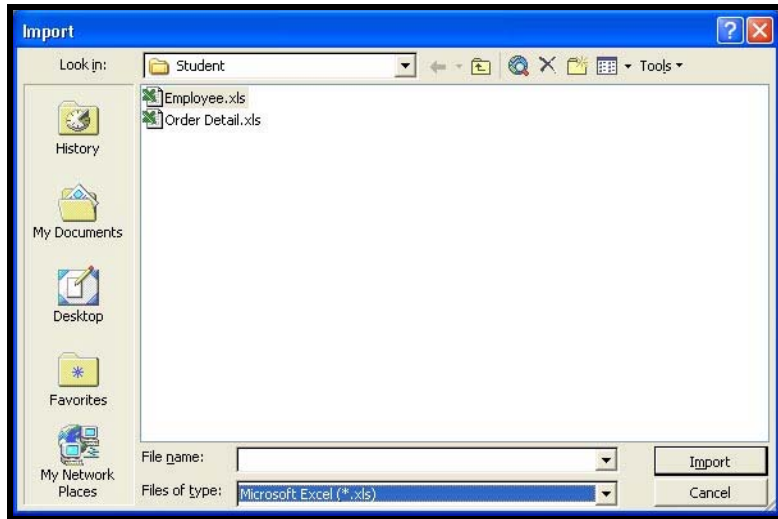
Import an Excel List

In this exercise, you will import an Excel worksheet into an Access data table. The data in this worksheet is set up as an Excel list which will simplify the import process.

1. Create a new database called **ImportExport**.
2. From the Menu Bar, click **F**ile then point to **G**et External **D**ata.

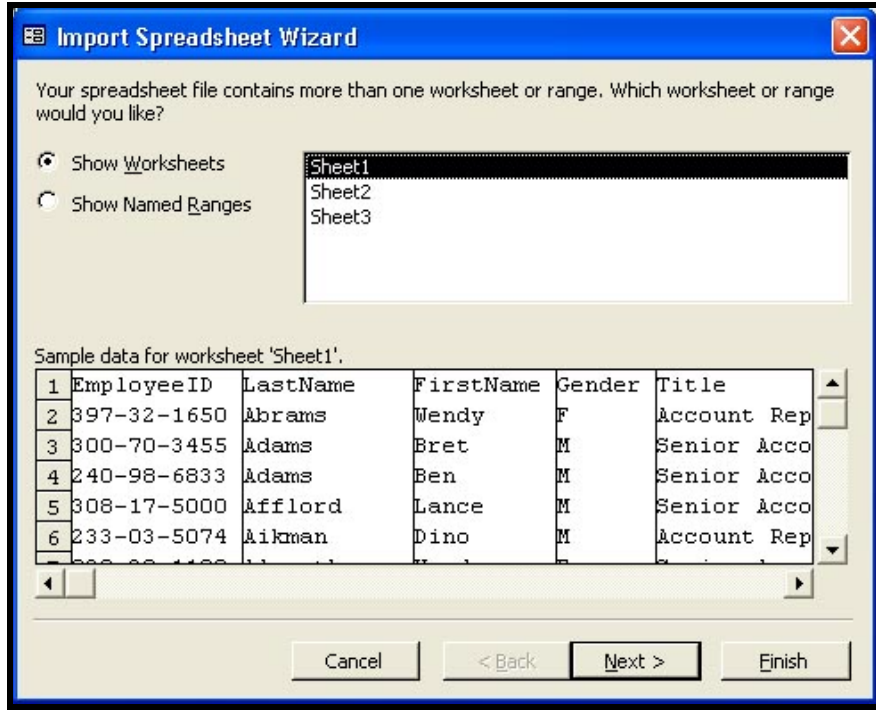


3. Select **I**mport...
4. When the **I**mport dialog box appears, open the **S**tudent file folder.
5. From the **F**iles of **t**ype: pull-down list, select **M**icrosoft Excel (*.xls).
6. Select the file **E**mloyees.xls.

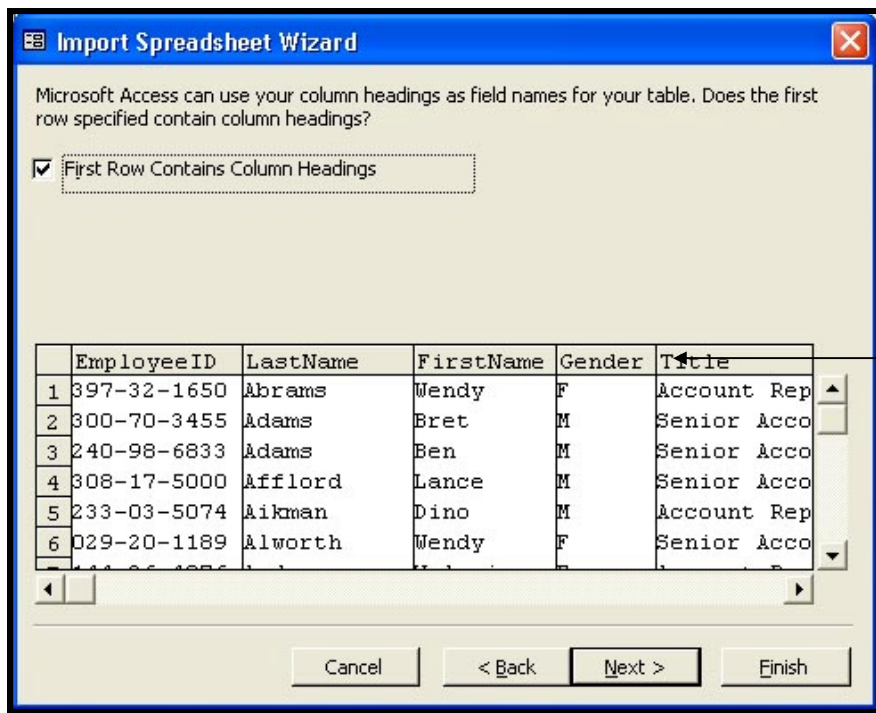


Files of Type _____ ↑

7. Click the [**I**mport] button.
*The **I**mport Spreadsheet Wizard will open; the **D**atabase worksheet is selected.*



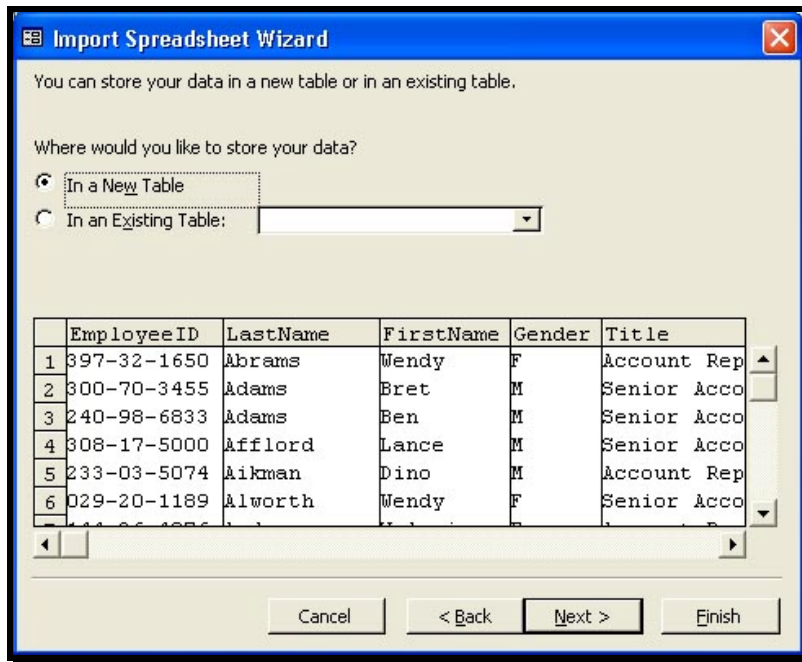
8. Click [**N**ext >].
The second step in the wizard appears.
9. Click the checkbox “**F**irst Row Contains Column Headings.”
The first row in the preview box will change to a column heading row.



10. Click [**Next >**].

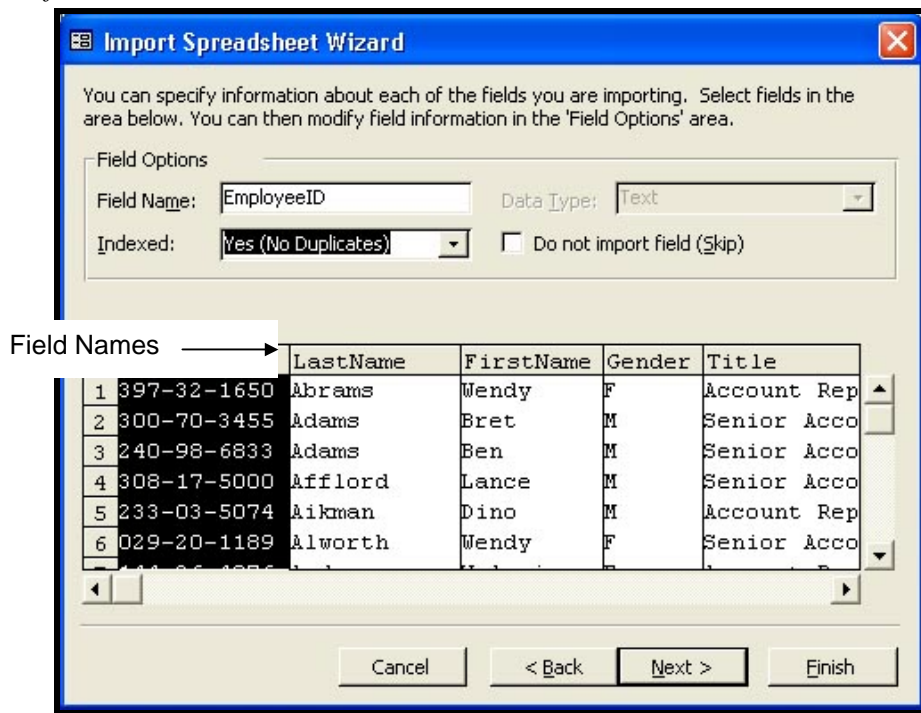
The next step will prompt for a location for the new data.

11. Select the option **In a New Table**.



12. Click [**Next >**].

*The first field name **EmployeeID** will appear highlighted. Since all of the field names are included in the heading row, it is not necessary to scroll through each field.*



13. From the **Indexed:** list box, select Yes (No Duplicates).
This prepares this field to become the Primary key for the table.
14. Click [**N**ext >] to accept all of the field names.
*The next step requires you make a choice about the Primary key. If you choose to let Access select the Primary key, it will **always** add an AutoNumber field to your table.*
15. Select the option **C**hoose my own Primary Key.
*The field name **EmployeeID** will appear automatically since it is the first box.*
16. Click [**N**ext >].
A prompt appears requesting a name for the new table.
17. Enter the table name **EmployeeListing** and click [**F**inish].
*An information box appears indicating that the records from the Employees.xls file have been successfully imported into the table **EmployeeListing**.*
17. Click [**O**K].
*The object **EmployeeListing** appears in the Tables list.*