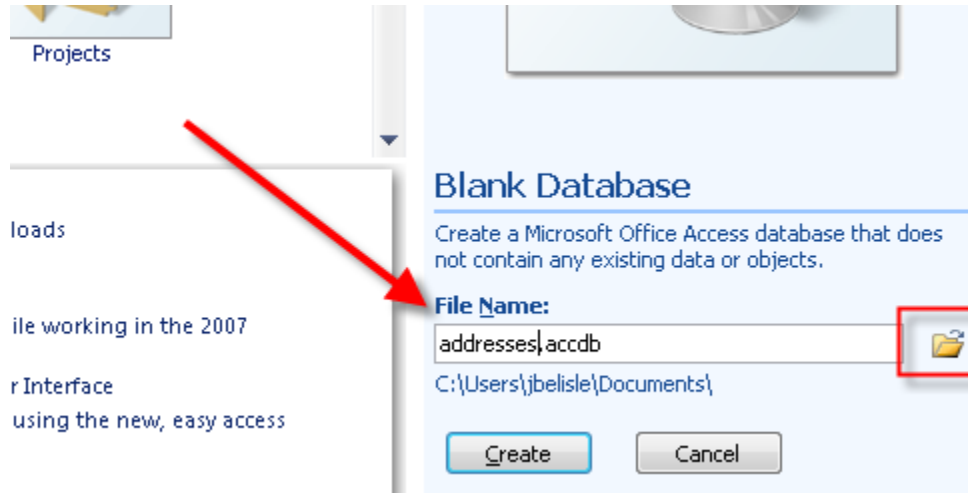


Importing Information from Excel into Access

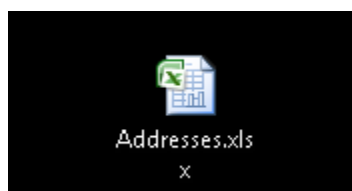
Create a new blank database in the desired location:



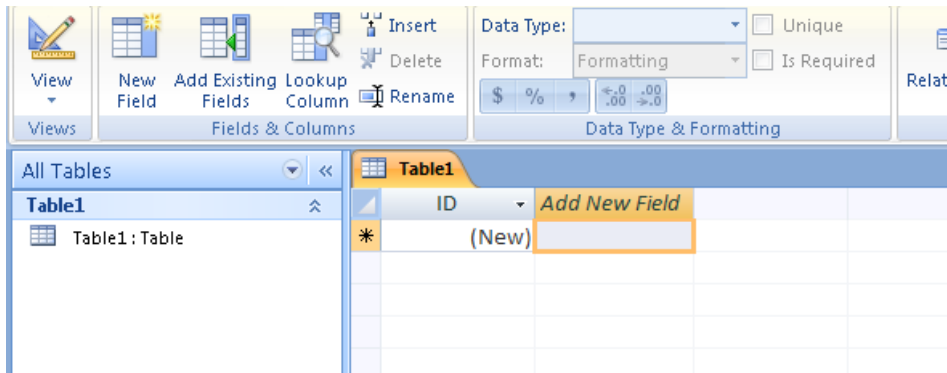
Click Create:



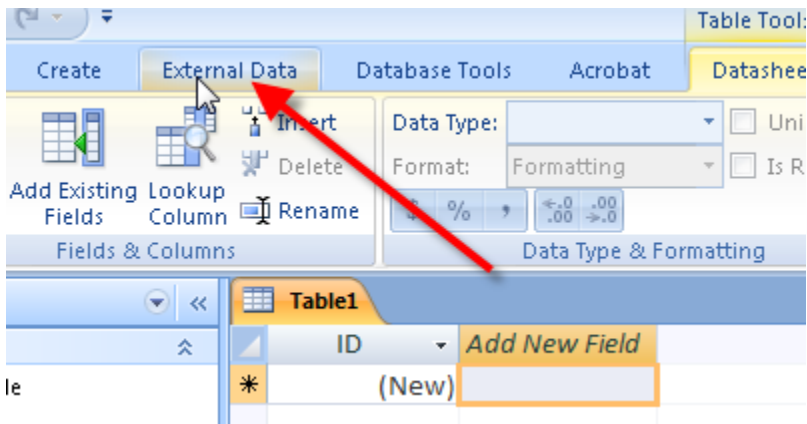
Know where your Excel data “lives” – in this case, it’s on the desktop:



Open your new database and explore the menu and the tabs:



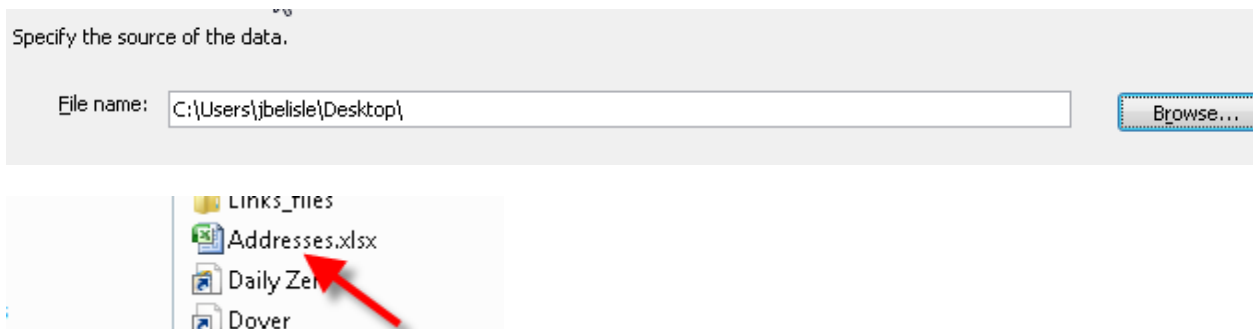
Click on External Data tab:



Go to Import - from Excel:



Browse to the Excel data source click Open:



Choose this:

Specify how and where you want to store the data in the current database.

Import the source data into a new table in the current database.
If the specified table does not exist, Access will create it. If the specified table already exists with the imported data, changes made to the source data will not be reflected in the table.


Select the correct worksheet that you want imported – click Next;

Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like to import?

Show Worksheets
 Show Named Ranges

Addresses

Import to Table:



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

Import to Table:
Addresses

The new table will show up in the left sidebar :



Table list showing:

- Table1
- Table1 : Table
- Addresses (highlighted with a red arrow)
- Addresses : Table

When the table is opened the imported info will appear:

