**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

 File
 Home
 Create
 External Data
 Database Tools
 Help
 Tell me what you want to do



If Successful you will be prompted with the following screen



Get External Data - Excel Spreadsheet				? ×			
Select the source and destination of the data		KĮ –					
Specify the source of the definition of the objects.							
Eile name: C:\Users\carlr\Documents\				B <u>r</u> owse			
	🚺 File Open						×
Specify how and where you want to store the data in the current	$\leftarrow \rightarrow \cdot \uparrow$	📜 « MS	BA_504 > access >	queries_tutorials	~ Ū	Search queries_tutoria	ls 🔎
We will not import table relationships, calculated columns, valida Object.	Organize -	New folder				1 === 5 ===	
Search for "Import" in Microsoft Access Help for more informati		^	Name	^	Date modified	Туре	Size
Import the source data into a new table in the curre	🔚 Desktop		Koko4.xls		8/27/2020 12:34 PM	Microsoft Excel 97	32 KB
If the specified table does not exist, Access will create imported data. Changes made to the source data will	📑 Document	s					
	🔈 Download	s					
<u>Append a copy of the records to the table:</u> <u>tblWal</u>] Music						
the source data will not be reflected in the database.	🔚 Pictures						
Link to the data source by creating a linked table.	Videos						
Access will create a table that will maintain a link to the	💺 Main Boot	SSD [
in the linked table. However, the source data cannot b	CLASSES_S	TORA					
	🥌 storage _2	(E:)					
	PICTURES_	MISC					
	📣 Network	~	<				:
		File nam	e:		~	Microsoft Excel (*.xls;*	*.xlsb;*.xlsr ~
					Tools 🔻	Open	Cancel

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)

=5	El Import Spreadsheet Wizard X									
Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like? Show Worksheets Show Named Ranges										
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Sa	ample data for wo	rksheet 'Client'.	(Ti natilana		baitu	CCtata		(Dhe)		
-			CrirstName	LAddress	CCILY	Coldie	CZIP	CPho	í	
4	2 1	Blake	Barney	101 Sunnyville Lane	Eamona	OK	73003	606-	ł	
H	3 2	Stone	David	1408 Peter Pan Drive	Yukon	OK	73069	058-		
4	4 3	Yu	William	/120 Lakeridge	Midwest City	OK	/3099	899-		
Ľ	5 4	Monac	Levitica	303 Northridge	Edmond	ок	73099	381-		
(6 5	Ruaz	Monica	1701 Memorial Road	Oklahoma City	ок	73001	905-		
	7 6	Barker	Gayle	1983 Sliding Glass	Edmond	ок	73034	754-		
8	3 7	Tubbs	Leon	57891 Roosevelt Drive	Luther	ок	73002	943-		
9	9 8	Dillon	Lester	87896 Park Lane	Guthrie	ок	73250	748-		
1	09	Garcia	Michael	1713 Bentonville Road	Edmond	ок	73003	425-		
1	110	Dubell	Suzanne	1805 Southwest Pickard	Edmond	ок	73003	381-		
1	211	Blasko	Jason	459 Harrison Drive	Oklahoma City	ок	73001	454-		
1	312	Fentem	Dean	1947 Oak Avenue	Oklahoma City	ок	73001	273-		
1	413	McCoy	Drew	615 Morgan Drive	Oklahoma City	ок	73001	273-		
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				Cancel	< <u>B</u> ack Ne	kt >	Ein	ish]	

-8	Import Spreadshe	et Wizard								>
	Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?									
			lungo							
	ClientNo	CLastName	CFirstName	CAddres	s	CCity		CState	CZip	CPhor
1	1	Blake	Barney	101 Sun	nyville Lane	Edmond		OK	73003	606-
2	2	Stone	David	1408 Pe	ter Pan Drive	Yukon		ок	73069	658-
3	3	Yu	William	7120 La	keridge	Midwest	City	ок	73099	899-
4	4	Monac	Levitica	303 Nor	thridge	Edmond		ок	73099	381-
5	5	Ruaz	Monica	1701 Me	morial Road	Oklahom	a City	ок	73001	905-
6	6	Barker	Gayle	1983 Sl	iding Glass	Edmond		ок	73034	754-
7	7	Tubbs	Leon	57891 R	oosevelt Drive	Luther		ок	73002	943-
8	8	Dillon	Lester	87896 P	ark Lane	Guthrie		ок	73250	748-
9	9	Garcia	Michael	1713 Be	ntonville Road	Edmond		ок	73003	425-
10	10	Dubell	Suzanne	1805 So	uthwest Pickard	l Edmond		ок	73003	381-
11	11	Blasko	Jason	459 Har	rison Drive	Oklahom	a City	ок	73001	454-
12	12	Fentem	Dean	1947 Oa	k Avenue	Oklahom	a City	ок	73001	273-
13	13	МсСоу	Drew	615 Mor	gan Drive	Oklahom	a City	ок	73001	273-
14	14	Sephin	Gary	4201 Mo	rgan Drive	Midwest	City	ок	73003	899-
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By Default Access asks if the First Row contains the Column Headings, in this example it does. Click Next and Continue.

-8	Import Spreadshe	eet Wizard									2	×
	You can specify information in t Field Options Field Na <u>m</u> e: Indexed:	r information about he 'Field Options' a ClientNo No	each of the fields yo area. Dai	ou are impo ta <u>T</u> ype: Do not imp	rting. Select fields in the a Double ort field (<u>S</u> kip)	rea belo	w. You c	an then m	odify field			
	ClientNo	CLastName	CFirstName	CAddre	55	CCi	ty		CState	CZip	CPhor	
1	1	Blake	Barney	101 Sur	n yville Lane	Edm	ond		OK	73003	606-	\mathbf{h}
2	2	Stone	David	1408 Pe	eter Pan Drive	Yuk	on		ок	73069	658-	
3	3	Yu	William	7120 La	akeridge	Mid	west	City	ок	73099	899-	
4	4	Monac	Levitica	303 Noi	rthridge	Edm	ond		ок	73099	381-	
5	5	Ruaz	Monica	1701 Me	emorial Road	Okl	ahoma	City	ок	73001	905-	
6	6	Barker	Gayle	1983 SI	liding Glass	Edm	ond		ок	73034	754-	
7	7	Tubbs	Leon	57891 F	Roosevelt Drive	Lut	her		ок	73002	943-	
8	8	Dillon	Lester	87896 I	Park Lane	Gut	hrie		ок	73250	748-	
9	9	Garcia	Michael	1713 Be	entonville Road	Edm	ond		ок	73003	425-	
10	10	Dubell	Suzanne	1805 Sc	outhwest Pickard	i Edm	ond		ок	73003	381-	
11	11	Blasko	Jason	459 Hai	rison Drive	Okl	ahoma	City	ок	73001	454-	
12	212	Fentem	Dean	1947 Oa	ak Avenue	Okl	ahoma	City	ок	73001	273-	
13	13	МсСоу	Drew	615 Moi	rgan Drive	Okl	ahoma	City	ок	73001	273-	
14	14	Sephin	Gary	4201 Mc	organ Drive	Mid	west	City	ок	73003	899-	
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					Cancel	< <u>B</u> ac	k	<u>N</u> e	xt >	<u>E</u> ir	nish	

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.

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.									
	ClientNo	CLACTNOMO	CEinstName	Caddree		coitu	CCtata	CRin	CDhor
1	1	Blake	Barney	101 Sur	nywille Lane	Edmond	OK	73003	606-
2	2	Stone	David	1408 24	ater Dan Drive	Yukon	OK	73069	658-
2	2	VII	William	7120 T.	akeridae	Midwest City	OK	73099	899-
3	3	Monac	Tevitica	303 NO	rthridge	Edmond	OK	73099	381_
4	z	Buaz	Monica	1701 M	morial Boad	Oklahoma City	OF	72001	005
5	5	Rudz	Coulo	1002 01	Liding Close	Edmond	OK	72024	754
0	7	Daikei	Gayre	1903 D. 57001 T	Liuing Giass	Luther	OZ	73034	042
/	0	Dillon	Leon	07006 1	Consevent Drive	Cuthric	OZ	73002	740
8	0	Grania	Lester	1712 0	raik Lane	Guthrie	OK	73230	140-
9	9	Garcia	Michael	1005 C	entonville Road	Edmond	OK	73003	425-
10	10		Suzanne	1805 50	outnwest Pickard	Bamona	OK	73003	381-
11		BLASKO	Jason	459 Hai	rrison Drive	ORIANOMA CITY	OK	73001	454-
12	12	Fentem	Dean	1947 08	ak Avenue	Oklanoma City	OK	/3001	213-
13	13	мссоу	Drew	615 MOI	rgan Drive	Oklahoma City	ок	/3001	273-
14	14	Sephin	Gary	4201 Mc	organ Drive	Miawest City	OK	/3003	899-
<									>

Cancel

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.

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LAST STEP - GIVING THE TABLE A NAME

😑 Import Spreadsheet Wizard

That's all the information the wizard needs to import your data.
Client
I would like a wizard to analyze my table after importing the data.
 Cancel Mext > Einish

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:

Get External Data - Excel Spreadsheet	?	×
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		
	<u>C</u> lose	

Congratulations you have just imported data from Excel into Access!