**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 1 1 1 1 1 1	
Search for "Import" in Microsoft Access Help for more informati	🤙 This PC	^	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> If the specified table exists, Access will add the record:] Music						
the source data will not be reflected in the database.	🔚 Pictures						
C 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 be	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)

-8	Import Spreadsheet Wizard										
٢	Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like?										
	Show Work Show Name		Client Pet		-						
San	nple data for wo			1					-		
1		CLastName	CFirstName	CAddress	ccity	CState	CZip	CPho	1		
2	-	Blake	Barney	101 Sunnyville Lane	Edmond	ок		606-			
3	2	Stone	David	1408 Peter Pan Drive	Yukon	ок		658-			
4	3	Yu	William	7120 Lakeridge	Midwest City	ок					
5	4	Monac	Levitica	303 Northridge	Edmond	ок	73099				
6	5	Ruaz	Monica	1701 Memorial Road	Oklahoma City	ок		905-			
7	6	Barker	Gayle	1983 Sliding Glass	Edmond	ок	73034	754-			
8	7	Tubbs	Leon	57891 Roosevelt Drive	Luther	OK	73002	943-			
9	8	Dillon	Lester	87896 Park Lane	Guthrie	ок	73250	748-			
10	9	Garcia	Michael	1713 Bentonville Road	Edmond	ок	73003	425-			
11	10	Dubell	Suzanne	1805 Southwest Pickard	Edmond	ок	73003	381-			
12	11	Blasko	Jason	459 Harrison Drive	Oklahoma City	ок	73001	454-			
13	12	Fentem	Dean	1947 Oak Avenue	Oklahoma City	ок	73001	273-			
14	13	McCoy	Drew	615 Morgan Drive	Oklahoma City	ок	73001	273-			
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				Cancel	< <u>B</u> ack <u>N</u> e	xt >	Eir	nish			

=8	Import Spreadshe	eet Wizard							×
	specified contai	ss can use your colu n column headings ontains Column Hea	?	ld names for your table. Does the first ro	w				
_	ClientNo	CLastName	CFirstName	CAddress	CCity	CState	CZip	CPhor	
1		Blake	Barney	101 Sunnyville Lane	-	OK		606-	/
	2	Stone	David	1408 Peter Pan Drive		OK		658-	Ĺ
	3	Yu	William			ok		899-	
4	4	Monac	Levitica	303 Northridge	-	ok		381-	
_	5	Ruaz	Monica	1701 Memorial Road	Oklahoma City	ок	73001	905-	
_	6	Barker	Gayle	1983 Sliding Glass	-	ок	73034	754-	
7	7	Tubbs	Leon	57891 Roosevelt Drive	Luther	ок	73002	943-	
8	8	Dillon	Lester	87896 Park Lane	Guthrie	ок	73250	748-	
9	9	Garcia	Michael	1713 Bentonville Road	Edmond	ок	73003	425-	
10	10	Dubell	Suzanne	1805 Southwest Pickard	Edmond	ок	73003	381-	
11	11	Blasko	Jason	459 Harrison Drive	Oklahoma City	ок	73001	454-	
12	12	Fentem	Dean	1947 Oak Avenue	Oklahoma City	ок	73001	273-	
13	13	1	Drew	615 Morgan Drive	Oklahoma City	ок		273-	
14	14	Sephin	Gary	4201 Morgan Drive	Midwest City	ок	73003	899-	,
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									_
				Cancel	< <u>B</u> ack <u>N</u> e:	xt >	Ein	ish	

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

Field Options							
Field Name:	ClientNo	Da	ta <u>T</u> ype: Double	× .			
Indexed:	No	~] Do not import field (<u>S</u> kip)				
ClientNo	CLastName	CFirstName	CAddress	CCity	CState	CZip	CPho
1	Blake	Barney	101 Sunnyville Lane	Edmond	OK	73003	606-
2	Stone	David	1408 Peter Pan Drive	Yukon	ок	73069	658-
3	Yu	William	7120 Lakeridge	Midwest City	ок	73099	899-
4	Monac	Levitica	303 Northridge	Edmond	ок	73099	381-
5	Ruaz	Monica	1701 Memorial Road	Oklahoma City	ок	73001	905-
6	Barker	Gayle	1983 Sliding Glass	Edmond	ок	73034	754-
7	Tubbs	Leon	57891 Roosevelt Drive	Luther	ок	73002	943-
8	Dillon	Lester	87896 Park Lane	Guthrie	ок	73250	748-
9	Garcia	Michael	1713 Bentonville Road	Edmond	ок	73003	425-
10	Dubell	Suzanne	1805 Southwest Pickard	Edmond	ок	73003	381-
11	Blasko	Jason	459 Harrison Drive	Oklahoma City	ок	73001	454-
12	Fentem	Dean	1947 Oak Avenue	Oklahoma City	ок	73001	273-
13	МсСоу	Drew	615 Morgan Drive	Oklahoma City	ок	73001	273-
14	Sephin	Gary	4201 Morgan Drive	Midwest City	ok	73003	899-

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.									
Г	ClientNo	CLastName	CFirstName	CAddre		CCity	CState	CZin	CPhor	
F						Edmond		-	606-	
			-	1	-	Yukon		73069	658-	l
						Midwest City			899-	i.
-					-	Edmond			381-	
					2				905-	
						Edmond			754-	
	-		-	1	-	Luther			943-	
						Guthrie			748-	
-						Edmond			425-	
						Edmond			381-	
F	-	Blasko							454-	
			- abom			Oklahoma City			273-	
						Oklahoma City			273-	
					organ Drive	Midwest City		73003		
E								haara	010	1
<	C								>	
_										_

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. Import to Table:
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!