

USING THE IMPORT WIZARD

Make sure you know where a data source exists

ONCE YOU HAVE A BLANK DATABASE

The screenshot displays the Microsoft Access interface for a blank database. The title bar indicates the file name 'import-data : Database- C:\Users\berg\Desktop\import-data.accdb (Access 2007 - 2013 file format) - Access'. The ribbon is set to 'TABLE TOOLS' with the 'TABLE' tab selected. The ribbon includes sections for 'Fields' and 'Table', with options like 'Date & Time', 'Name & Caption', 'Default Value', 'Field Size', 'Data Type', 'Format', 'Required', 'Unique', 'Indexed', and 'Validation'. The 'All Access Objects' task pane on the left shows a 'Tables' section with a single table named 'Table1'. The main area shows a grid for 'Table1' with a column header 'ID' and a 'Click to Add' button. A yellow callout box with the text 'Find the external data tab' has a line pointing to the 'Click to Add' button. The status bar at the bottom shows 'Record: 1 of 1' and 'No Filter'.

Find the external data tab

BE SURE TO USE THE CORRECT DATA TYPE

The screenshot shows the Microsoft Access interface. The title bar indicates the file is 'import-data : Database- C:\Users\bergr\Desktop\import-data.accdb (Access 2007 - 2013 file format) - Access'. The ribbon is set to 'EXTERNAL DATA' with the 'IMPORT & LINK' group active. The 'Excel' icon is highlighted. A yellow callout box with the text 'We want to use an Excel workbook' has a line pointing to the 'Excel' icon. The main window shows a table named 'Table1' with a single column 'ID' and a 'Click to Add' dropdown menu. The status bar at the bottom shows 'Record: 1 of 1' and 'No Filter'.

We want to use an Excel workbook

WHICH WILL START THE IMPORT WIZARD

import-data : Database- C:\Users\bergn\Desktop\import-data.accdb (Access 2007 - 2013 file format) - Access

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS TABLE TOOLS FIELDS TABLE

Import & Link

All Access Obj... << Table1

Search...

Tables

Table1

Table1

ID Click to Add

(New)

Record: 1 of 1 No Filter Search

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Get External Data - Excel Spreadsheet

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\bergn\Documents\ Browse...

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, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

Append a copy of the records to the table: Table1
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

Link to the data source by creating a linked table.
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

OK Cancel

Find the data source

HERE IT IS

The screenshot shows the Microsoft Access interface with the 'Get External Data - Excel Spreadsheet' dialog box open. The dialog box has a yellow header and contains the following text:

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\bergr\Desktop\rdbms.05.01.import-data.source-tables.xlsx [Browse...]

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, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.
- Append a copy of the records to the table:** Table1
If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.
- Link to the data source by creating a linked table.**
Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

At the bottom of the dialog are 'OK' and 'Cancel' buttons. A yellow callout box on the right side of the dialog contains the text 'Import data into a new table' and has a line pointing to the first radio button option.

DECIDE WHICH WORKSHEET TO IMPORT

import-data : Database- C:\Users\berg\Desktop\import-data.accdb (Access 2007 - 2013 file format) - Access

Bergquist, Ronald Edward

Import & Link

Import Spreadsheet Wizard

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

Show Worksheets
 Show Named Ranges

- tblBook
- tblAuthor
- tblPublisher**
- tblBookAuthorConnector
- Books of Interest

Sample data for worksheet 'tblPublisher'.

| | tblPublisher_PublisherName | tblPublisher_City | tblPublisher_State | tblPu |
|----|-----------------------------------|-------------------|--------------------|-------|
| 1 | University of New Mexico Press | Albuquerque | NM | US |
| 2 | University of Massachusetts Press | Amherst | MA | US |
| 3 | Naval Institute Press | Annapolis | MD | US |
| 4 | University of Georgia Press | Athens | GA | US |
| 5 | Emory University | Atlanta | GA | US |
| 6 | University of Texas Press | Austin | TX | US |
| 7 | Nomos | Baden-Baden | | DE |
| 8 | Johns Hopkins University Press | Baltimore | MD | US |
| 9 | Leo Cooper | Barnesley | | GB |
| 10 | Louisiana State University Press | Baton Rouge | LA | US |
| 11 | University of California Press | Berkeley | CA | US |
| 12 | Aufbau-Verlag | Berlin | | DE |
| 13 | Berlin Verlag | Berlin | | DE |

Record: 1 of 1

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Select the tab, then select the Next button

DIFFERENTIATE THE DATA TO BE IMPORTED

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

First Row Contains Column Headings

| tblPublisher | PublisherName | City | State | Publisher |
|--------------|-----------------------------------|-------------|-------|-----------|
| 1 | University of New Mexico Press | Albuquerque | NM | US |
| 2 | University of Massachusetts Press | Amherst | MA | US |
| 3 | Naval Institute Press | Annapolis | MD | US |
| 4 | University of Georgia Press | Athens | GA | US |
| 5 | Emory University | Atlanta | GA | US |
| 6 | University of Texas Press | Austin | TX | US |
| 7 | Nomos | Baden-Baden | | DE |
| 8 | Johns Hopkins University Press | Baltimore | MD | US |
| 9 | Leo Cooper | Barnsley | | GB |
| 10 | Louisiana State University Press | Baton Rouge | LA | US |
| 11 | University of California Press | Berkeley | CA | US |
| 12 | Aufbau-Verlag | Berlin | | DE |
| 13 | Berlin Verlag | Berlin | | DE |
| 14 | De Gruyter | Berlin | | DE |

Be certain to let the wizard know that the first row is not data, but rather includes the field names

GO RIGHT PAST THIS NEXT STEP

The screenshot shows the Microsoft Access interface with the 'Import Spreadsheet Wizard' dialog box open. The dialog box has a title bar and a close button. Below the title bar, there is a text box that says: 'You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the Field Options area.' Below this text is a 'Field Options' section with a 'Field Name' dropdown set to 'tblPublisher_PublisherName', a 'Data Type' dropdown set to 'Short Text', an 'Indexed' dropdown set to 'No', and a checkbox for 'Do not import field (skip)'. Below the field options is a table with the following data:

| | tblPublisher_PublisherName | tblPublisher_City | tblPublisher_State | tblPu |
|----|-----------------------------------|-------------------|--------------------|-------|
| 1 | University of New Mexico Press | Albuquerque | NM | US |
| 2 | University of Massachusetts Press | Amherst | MA | US |
| 3 | Naval Institute Press | Annapolis | MD | US |
| 4 | University of Georgia Press | Athens | GA | US |
| 5 | Emory University | Atlanta | GA | US |
| 6 | University of Texas Press | Austin | TX | US |
| 7 | Nomos | Baden-Baden | | DE |
| 8 | Johns Hopkins University Press | Baltimore | MD | US |
| 9 | Leo Cooper | Barnsley | | GB |
| 10 | Louisiana State University Press | Baton Rouge | LA | US |
| 11 | University of California Press | Berkeley | CA | US |
| 12 | Aufbau-Verlag | Berlin | | DE |
| 13 | Berlin Verlag | Berlin | | DE |
| 14 | De Gruyter | Berlin | | DE |

At the bottom of the dialog box are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. A yellow callout box with the text 'select the Next button' points to the 'Next >' button. The background shows the Access ribbon with 'EXTERNAL DATA' and 'TABLE TOOLS' tabs, and a table named 'Table1' with a 'Click to Add' button.

LET ACCESS ADD THE PRIMARY KEY

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.

Let Access add primary key.
 Choose my own primary key.
 No primary key.

| ID | tblPublisher | PublisherName | tblPublisher | City | tblPublisher | State |
|----|--------------|-----------------------------------|--------------|------|--------------|-------|
| 1 | | University of New Mexico Press | Albuquerque | | NM | |
| 2 | | University of Massachusetts Press | Amherst | | MA | |
| 3 | | Naval Institute Press | Annapolis | | MD | |
| 4 | | University of Georgia Press | Athens | | GA | |
| 5 | | Emory University | Atlanta | | GA | |
| 6 | | University of Texas Press | Austin | | TX | |
| 7 | | Womos | Baden-Baden | | | |
| 8 | | Johns Hopkins University Press | Baltimore | | MD | |
| 9 | | Leo Cooper | Barnsley | | | |
| 10 | | Louisiana State University Press | Baton Rouge | | LA | |
| 11 | | University of California Press | Berkeley | | CA | |
| 12 | | Rufbau-Verlag | Berlin | | | |
| 13 | | Berlin Verlag | Berlin | | | |
| 14 | | De Gruyter | Berlin | | | |

Record: 14 of 14 | No Filter | Search

Then select the Next button

YOU ARE READY TO IMPORT THE TABLE

The screenshot shows the Microsoft Access interface with the 'Import Spreadsheet Wizard' dialog box open. The dialog box contains the following text and elements:

- Header: Import Spreadsheet Wizard
- Text: That's all the information the wizard needs to import your data.
- Text: Import to Table:
- Text: I would like a wizard to analyze my table after importing the data.
- Buttons: Cancel, < Back, Next >, Finish

A yellow callout box on the right side of the dialog box contains the text: "It will name the table the same as the tab name". A yellow arrow points from this callout box to the text field in the dialog box.

YOU HAVE A TABLE, BUT ...

The screenshot displays the Microsoft Access interface with the 'tblPublisher' table open in Datasheet View. The table contains 41 records of publisher information. A yellow callout box on the right contains the text 'You may have to modify it', with a yellow arrow pointing to the first row of data.

| ID | tblPublisher_PublisherName | tblPublisher_City | tblPublisher_State | tblPublisher_Country | Click to Add |
|----|-------------------------------------------|-------------------|--------------------|----------------------|--------------|
| 1 | University of New Mexico Press | Albuquerque | NM | US | |
| 2 | University of Massachusetts Press | Amherst | MA | US | |
| 3 | Naval Institute Press | Annapolis | MD | US | |
| 4 | University of Georgia Press | Athens | GA | US | |
| 5 | Emory University | Atlanta | GA | US | |
| 6 | University of Texas Press | Austin | TX | US | |
| 7 | Nomos | Baden-Baden | DE | DE | |
| 8 | Johns Hopkins University Press | Baltimore | MD | US | |
| 9 | Leo Cooper | Barnsley | | GB | |
| 10 | Louisiana State University Press | Baton Rouge | LA | US | |
| 11 | University of California Press | Berkeley | CA | US | |
| 12 | Aufbau-Verlag | Berlin | | DE | |
| 13 | Berlin Verlag | Berlin | | DE | |
| 14 | De Gruyter | Berlin | | DE | |
| 15 | Links | Berlin | | DE | |
| 16 | Nishen | Berlin | | DE | |
| 17 | P. Zsolnay | Berlin | | DE | |
| 18 | S. Fischer | Berlin | | DE | |
| 19 | A. Scherz | Bern | | CH | |
| 20 | Indiana University Press | Bloomington | IN | US | |
| 21 | Addison Wesley | Boston | MA | US | |
| 22 | African Studies Center, Boston University | Boston | MA | US | |
| 23 | Allen & Unwin | Boston | MA | US | |
| 24 | Beacon Press | Boston | MA | US | |
| 25 | Houghton Mifflin | Boston | MA | US | |
| 26 | Little, Brown | Boston | MA | US | |
| 27 | Suhrkamp/Insel Publishers | Boston | MA | US | |
| 28 | Westview Press | Boulder | CO | US | |
| 29 | Paraclete Press | Brewster | MA | US | |
| 30 | Cambridge University Press | Cambridge | | GB | |
| 31 | Icon | Cambridge | MA | US | |
| 32 | Belknap Press of Harvard University Press | Cambridge | MA | US | |
| 33 | Da Capo Press | Cambridge | MA | US | |
| 34 | Eurospan | Cambridge | MA | US | |
| 35 | Harvard University Press | Cambridge | MA | US | |
| 36 | MIT Press | Cambridge | MA | US | |
| 37 | Perseus Pub. | Cambridge | MA | US | |
| 38 | Gazelle | New York | NY | US | |
| 39 | Tafelberg | Cape Town | | ZA | |
| 40 | University of North Carolina Press | Chapel Hill | NC | US | |
| 41 | University Press of Virginia | Charlottesville | VA | US | |

WHICH YOU WILL DO IN THE DESIGN VIEW

The screenshot displays the Microsoft Access Design View for a table named 'tblPublisher'. The ribbon at the top includes 'FILE', 'HOME', 'CREATE', 'EXTERNAL DATA', 'DATABASE TOOLS', and 'TABLE TOOLS' with a 'DESIGN' sub-ribbon. The 'DESIGN' ribbon contains various tools like 'Primary Key', 'Builder', 'Test Validation Rules', 'Delete Rows', 'Modify Lookups', 'Property Sheet', 'Indexes', 'Create Data Macros', 'Rename/Delete Macro', 'Relationships', and 'Object Dependencies'. The 'All Access Objects' pane on the left shows the 'tblPublisher' table selected. The main area is a table grid with columns for 'Field Name', 'Data Type', and 'Description (Optional)'. The fields listed are: 'ID' (AutoNumber), 'tblPublisher_PublisherName' (Short Text), 'tblPublisher_City' (Short Text), 'tblPublisher_State' (Short Text), and 'tblPublisher_Country' (Short Text). Below the grid is the 'Field Properties' sheet for the selected 'ID' field, showing properties like 'Field Size' (Long Integer), 'New Values' (Increment), 'Format', 'Caption', 'Indexed' (Yes (No Duplicates)), and 'Text Align' (General). On the right is the 'Property Sheet' for the table, showing various table-level properties under the 'General' tab, such as 'Read Only When Disconnected' (No), 'Subdatasheet Expanded' (No), 'Subdatasheet Height' (0"), 'Orientation' (Left-to-Right), 'Description', 'Default View' (Datasheet), 'Validation Rule', 'Validation Text', 'Filter', 'Order By', 'Subdatasheet Name' ([Auto]), 'Link Child Fields', 'Link Master Fields', 'Filter On Load' (No), and 'Order By On Load' (Yes). A yellow callout box with the text 'Pay attention to field properties' points to the 'Property Sheet' pane. A small note at the bottom right states: 'A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.' The status bar at the bottom indicates 'Design view. F6 = Switch panes. F1 = Help.' and the system tray shows the time as 14:29 on 2013-10-31.

| Field Name | Data Type | Description (Optional) |
|----------------------------|------------|------------------------|
| ID | AutoNumber | |
| tblPublisher_PublisherName | Short Text | |
| tblPublisher_City | Short Text | |
| tblPublisher_State | Short Text | |
| tblPublisher_Country | Short Text | |

| Property | Value |
|-----------------------------|---------------|
| Read Only When Disconnected | No |
| Subdatasheet Expanded | No |
| Subdatasheet Height | 0" |
| Orientation | Left-to-Right |
| Description | |
| Default View | Datasheet |
| Validation Rule | |
| Validation Text | |
| Filter | |
| Order By | |
| Subdatasheet Name | [Auto] |
| Link Child Fields | |
| Link Master Fields | |
| Filter On Load | No |
| Order By On Load | Yes |

Field Properties

| Property | Value |
|------------|---------------------|
| Field Size | Long Integer |
| New Values | Increment |
| Format | |
| Caption | |
| Indexed | Yes (No Duplicates) |
| Text Align | General |

Property Sheet

Selection type: Table Properties

General

Read Only When Disconnected: No

Subdatasheet Expanded: No

Subdatasheet Height: 0"

Orientation: Left-to-Right

Description:

Default View: Datasheet

Validation Rule:

Validation Text:

Filter:

Order By:

Subdatasheet Name: [Auto]

Link Child Fields:

Link Master Fields:

Filter On Load: No

Order By On Load: Yes

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

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2013-10-31