

## 15.13: Access Data from Excel Table

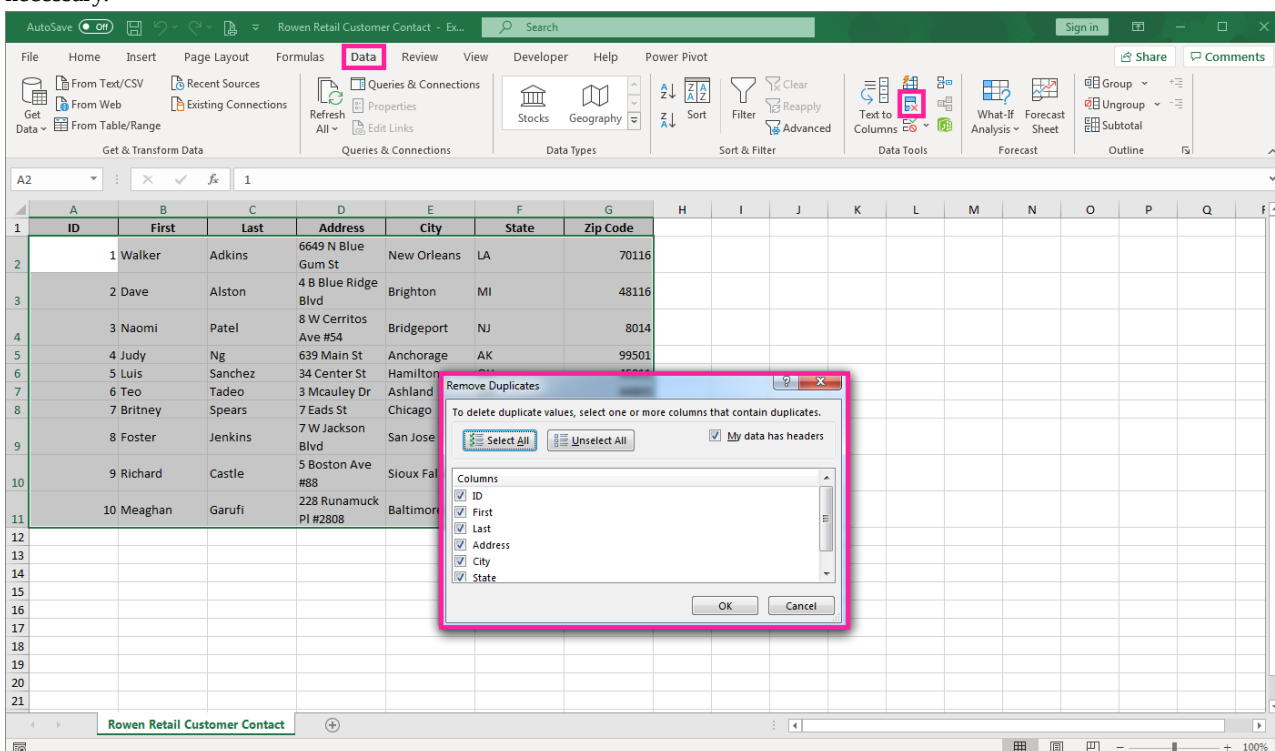
### Learning Outcomes

- Create Access data table from Excel data

There are scenarios where data has been created or stored in Excel and now needs to be added into an Access database. As an example, say that the original company accountant only knew how to create Excel spreadsheets. Now, however all company accounting information needs to be in an Access database. How would you do this?

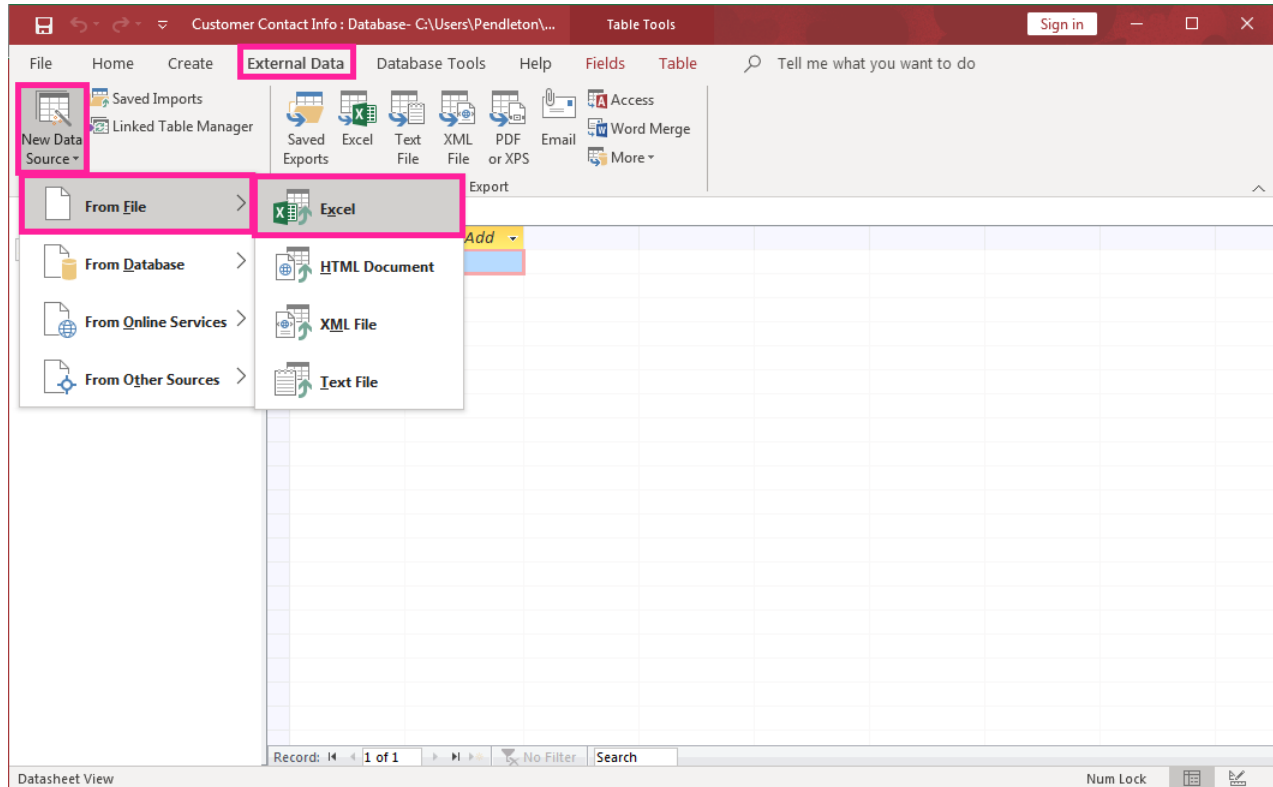
We'll walk through importing data from Excel into Access so follow these steps.

1. Open the Excel workbook and look through the data to:
  - a. Clean up the data if there are errors or gaps in the data fields.
  - b. Use the **Data Tools** group, **Remove Duplicates** button to eliminate any potential make duplicate information that may be exported.
  - c. Check to see that columns have headings and are consistent data types (e.g. all currency, percentage, etc.) and correct if necessary.

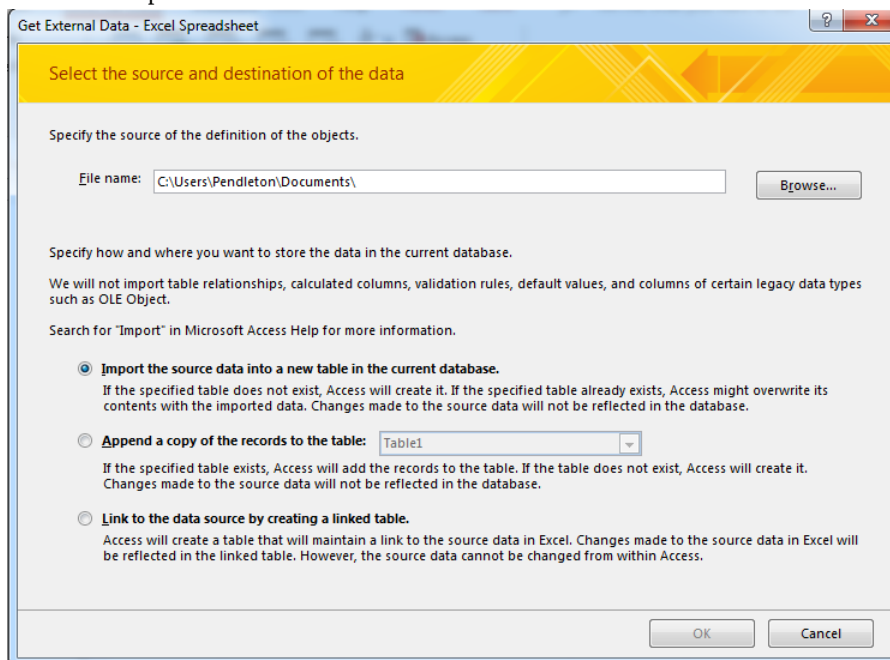


2. Save and close the Excel worksheet and open Access.

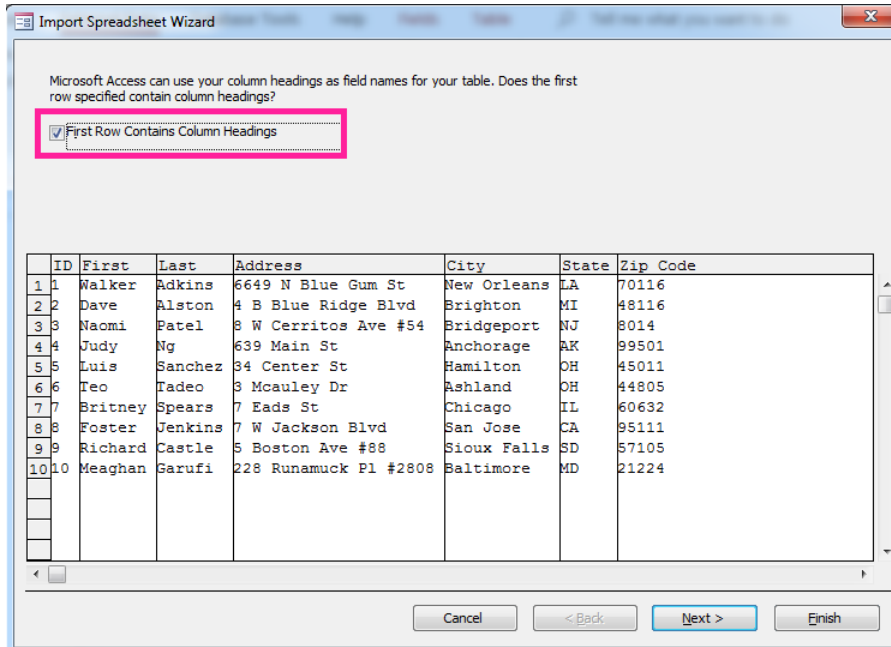
3. In the **External Data** tab, click the **New Data Source** button, **From File**, **Excel** option.



4. The Get External Data – Excel Spreadsheet window opens. Find the excel file you wish to import into Access using the Browse button.
5. Next is deciding where to store the imported data. The three options are:
- A new table in current database,
  - Appending a copy of the records in an existing table, or
  - Linking to the data source by creating a linked table.
- d. For this example choose to create a new table.



6. The Import Spreadsheet Wizard is now opened, and the Excel table is displayed. Make sure the checkbox for First Row Contains Column Headings if that is the case. Click the Next button.



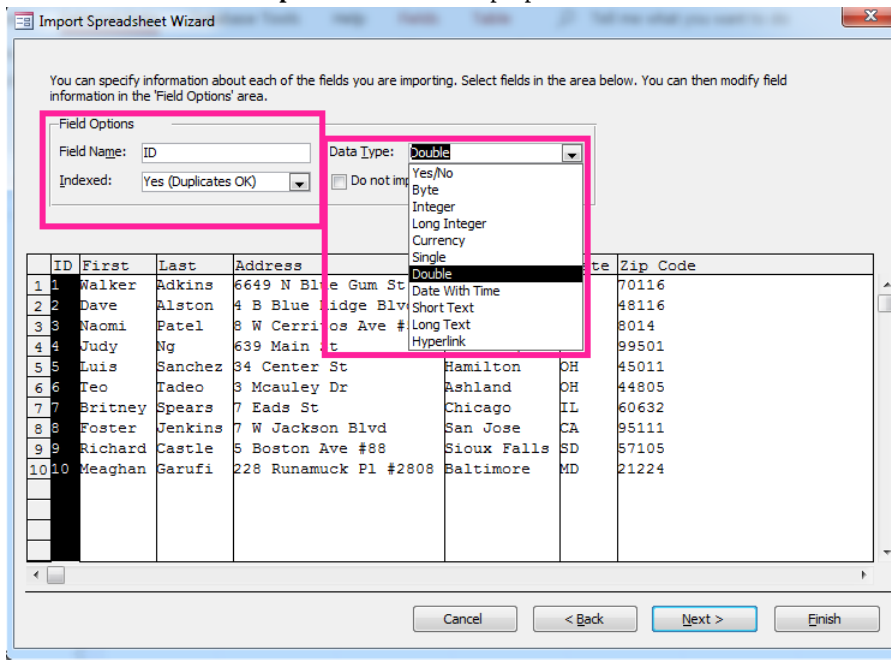
Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

☒ First Row Contains Column Headings

| ID | First   | Last    | Address               | City        | State | Zip Code |
|----|---------|---------|-----------------------|-------------|-------|----------|
| 1  | Walker  | Adkins  | 6649 N Blue Gum St    | New Orleans | LA    | 70116    |
| 2  | Dave    | Alston  | 4 B Blue Ridge Blvd   | Brighton    | MI    | 48116    |
| 3  | Naomi   | Patel   | 8 W Cerritos Ave #54  | Bridgeport  | NJ    | 8014     |
| 4  | Judy    | Ng      | 639 Main St           | Anchorage   | AK    | 99501    |
| 5  | Luis    | Sanchez | 34 Center St          | Hamilton    | OH    | 45011    |
| 6  | Teo     | Tadeo   | 3 Mcauley Dr          | Ashland     | OH    | 44805    |
| 7  | Britney | Spears  | 7 Eads St             | Chicago     | IL    | 60632    |
| 8  | Foster  | Jenkins | 7 W Jackson Blvd      | San Jose    | CA    | 95111    |
| 9  | Richard | Castle  | 5 Boston Ave #88      | Sioux Falls | SD    | 57105    |
| 10 | Meaghan | Garufi  | 228 Runamuck Pl #2808 | Baltimore   | MD    | 21224    |

Cancel < Back Next > Finish

7. The next wizard window allows you to be specific about the field information being imported by modifying the field information in the **Field Options** area. For our purposes the defaults work.



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.

Field Options

Field Name: ID

Indexed: Yes (Duplicates OK)

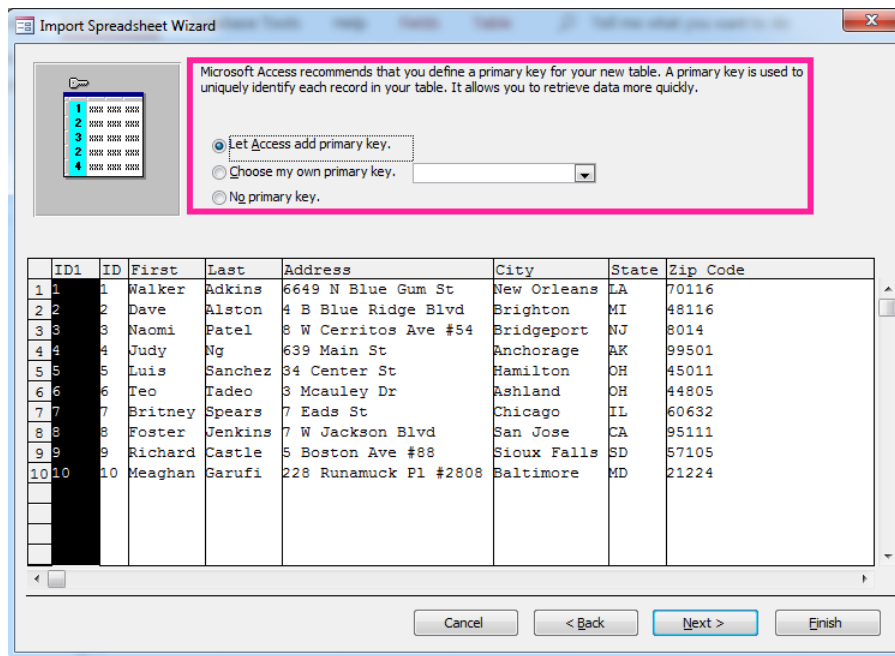
Data Type: Double

☐ Do not import

| ID | First   | Last    | Address               | City        | State | Zip Code |
|----|---------|---------|-----------------------|-------------|-------|----------|
| 1  | Walker  | Adkins  | 6649 N Blue Gum St    | New Orleans | LA    | 70116    |
| 2  | Dave    | Alston  | 4 B Blue Ridge Blvd   | Brighton    | MI    | 48116    |
| 3  | Naomi   | Patel   | 8 W Cerritos Ave #54  | Bridgeport  | NJ    | 8014     |
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Cancel < Back Next > Finish

8. The next wizard window allows you to define a primary key for the new table. Primary keys uniquely identify every record in a table to be able to return data quickly. For this example, we'll let Access add the primary key.



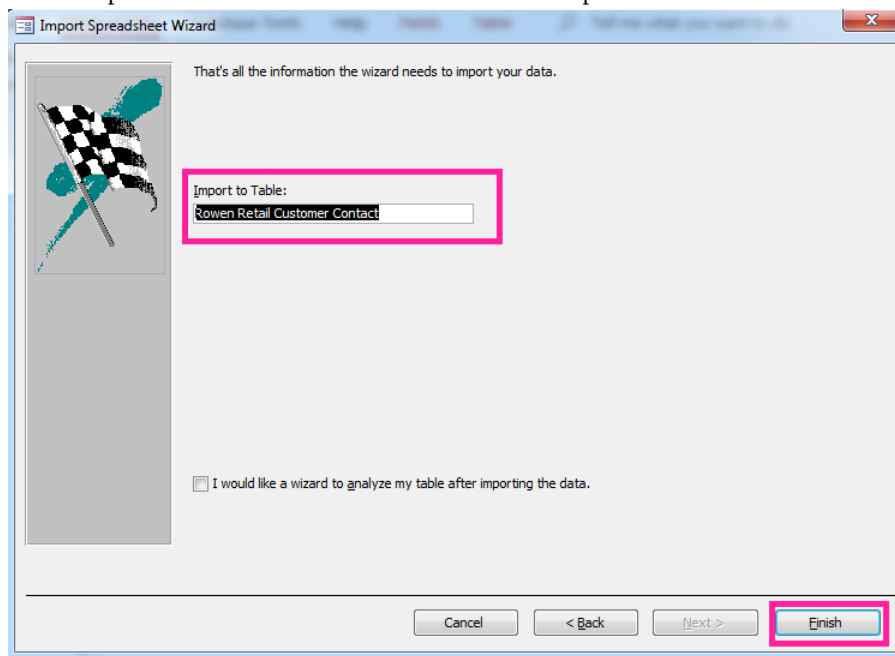
Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

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

| ID1 | ID | First   | Last    | Address               | City        | State | Zip Code |
|-----|----|---------|---------|-----------------------|-------------|-------|----------|
| 1   | 1  | Walker  | Adkins  | 6649 N Blue Gum St    | New Orleans | LA    | 70116    |
| 2   | 2  | Dave    | Alston  | 4 B Blue Ridge Blvd   | Brighton    | MI    | 48116    |
| 3   | 3  | Naomi   | Patel   | 8 W Cerritos Ave #54  | Bridgeport  | NJ    | 8014     |
| 4   | 4  | Judy    | Ng      | 639 Main St           | Anchorage   | AK    | 99501    |
| 5   | 5  | Luis    | Sanchez | 34 Center St          | Hamilton    | OH    | 45011    |
| 6   | 6  | Teo     | Tadeo   | 3 Mcauley Dr          | Ashland     | OH    | 44805    |
| 7   | 7  | Britney | Spears  | 7 Eads St             | Chicago     | IL    | 60632    |
| 8   | 8  | Foster  | Jenkins | 7 W Jackson Blvd      | San Jose    | CA    | 95111    |
| 9   | 9  | Richard | Castle  | 5 Boston Ave #88      | Sioux Falls | SD    | 57105    |
| 10  | 10 | Meaghan | Garufi  | 228 Runamuck Pl #2808 | Baltimore   | MD    | 21224    |

Cancel < Back Next > Finish

9. Access is now ready to import the Excel file. There is a checkbox to select if you would like the table to be analyzed after the data is imported. It will remain unchecked for this example. Now click the **Finish** button.



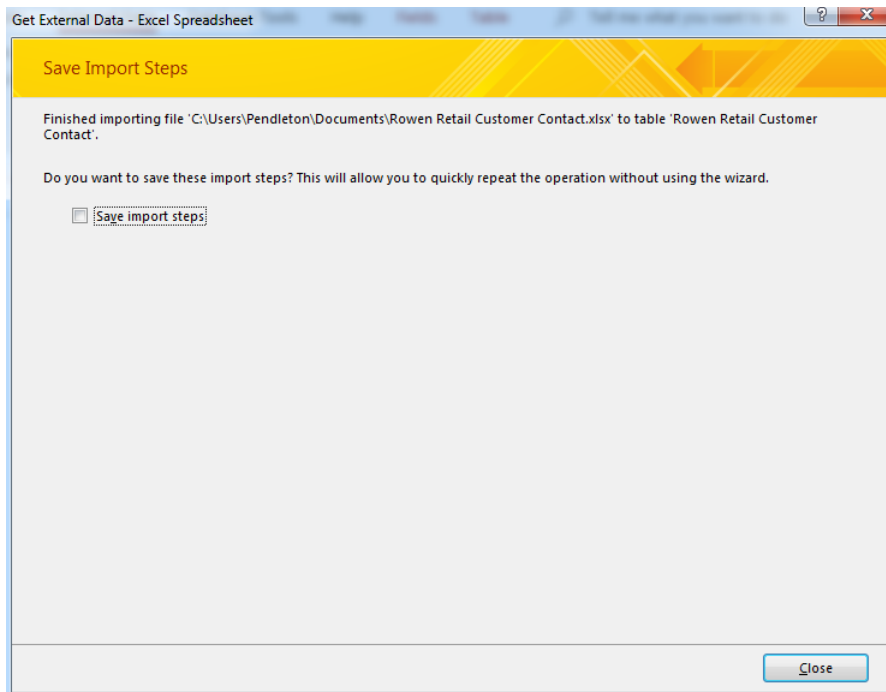
That's all the information the wizard needs to import your data.

Import to Table:

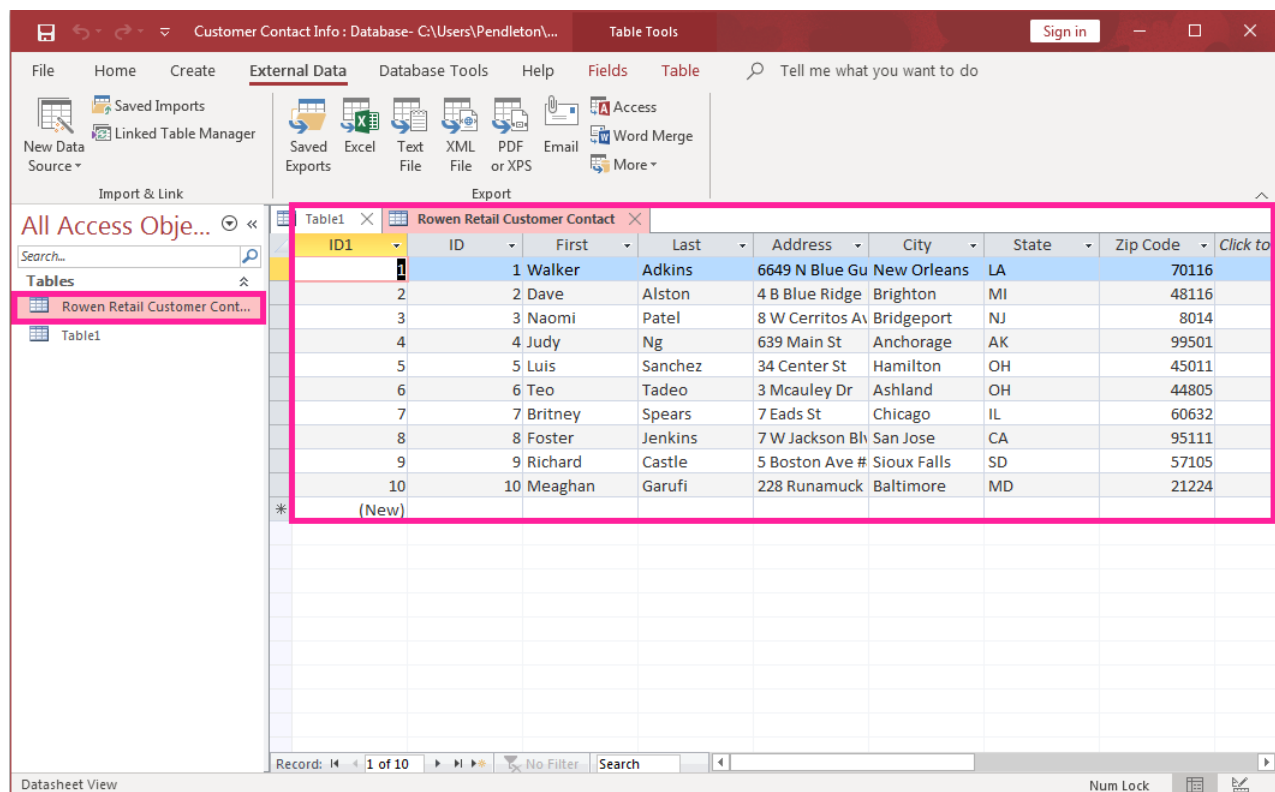
☐ I would like a wizard to analyze my table after importing the data.

Cancel < Back Next > **Finish**

10. Access now asks if you would like so save these import steps just walked through. If so, click the Save import steps checkbox. We'll leave it unchecked for now.



11. The Excel information is now imported into Access and can now be use in Access or even added to as more Excel information is discovered.



## Practice Questions

<https://assessments.lumenlearning.co...essments/18798>

<https://assessments.lumenlearning.co...essments/18799>

Now that you've seen how to import Excel data into a new Access table, watch this video that walks through the steps and demonstrates how to add Excel data to an existing Access table. While the video shows an older version of Word (Microsoft Word 2016), the same steps work in other versions of Word, including 2019 and 365.

A link to an interactive elements can be found at the bottom of this page.

You can also view a transcript for the video "[How to Import Excel Data into Access](#)" [here \(opens in new window\)](#).

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- How to Import Excel Data into Access 2016. **Authored by:** Professor Adam Morgan. **Located at:** <https://www.youtube.com/watch?v=RelLvfilOnQ>. **License:** *All Rights Reserved*. **License Terms:** Standard YouTube License

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