



Training by Jerron

Presents:

How to Export Data from Excel 2003 to Access 2007 to Create a Database

Table of Contents

Prelude	2
Step 1 - Prepare Your Data	2
Step 2 - Create a New Access 2007 Database.....	3
Step 3 - Import Excel Document into Access.....	3
Step 4 - Select the Source and the Destination of the Data.....	4
Step 5 - Select Worksheet	5
Step 6 - Select Column Headings as Field Names	6
Step 7 - Create Indexes for Your Fields	7
Step 8 - Select a Primary Key	8
Step 9 - Select a Name for Your Table	9
Step 10 - View Your Excel Data in Access.....	11

Prelude

Have you found yourself searching large Excel spreadsheets for a single piece of data? How about a list of names and phone numbers of student workers that you have been simply keeping in a notepad seemingly forever?

Well, it is now time to simplify your search and organize that student worker contact information notepad into a searchable database. No worries, this walkthrough will show you how EASY this task will be.

Let's get started!

Step 1 - Prepare Your Data

You are welcome to utilize one of your own Excel spreadsheets or create a sample spreadsheet like the one pictured below.

You may download the already prepared sample Excel spreadsheet (StudentWorkers.xlsx) from the downloadable files associated with this tutorial on the [Training by Jerron](#) website.

Note: Although this tutorial is referring to Access 2007, you may still attempt this tutorial utilizing Access 2010. Note that the screen shots and certain menu options / selections may vary.

Note: Try to choose a name that is simple and concise. If you choose to use more than one word for the name, **DO NOT USE A SPACE** in between the words. Spaces and databases do not mix very well.

	A	B	C	D
1	Last_Name	First_Name	Phone_1	Phone_2
2	Rogers	Jessica	555-1212	555-5555
3	Taylor	Tom	555-1213	555-6666
4	Bridges	Terrance	555-1214	555-7777

Step 2 - Create a New Access 2007 Database

Although you may use an existing Access database, for this step I do recommend that you create a new one.

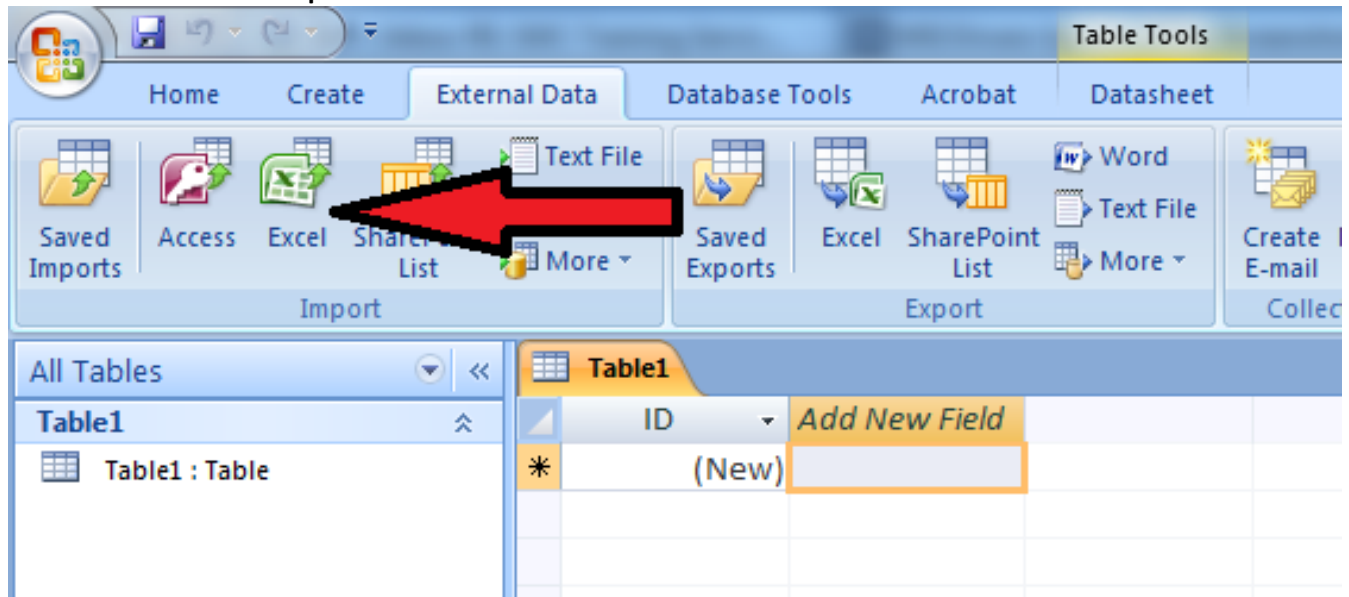
Note: Generally not a good idea to PRACTICE with one of your already existing databases and/or files.

To create a new database, click on the Blank Database icon located in the New Blank Document section on the "Getting Started with Microsoft Office Access" start-up screen. Enter a file name for your new blank database, then click the Create button to continue.



Step 3 - Import Excel Document into Access

Next, click the External Data Tab on the Ribbon (Main menu at the top of the page). Now click the Excel (icon) button in the Import section.

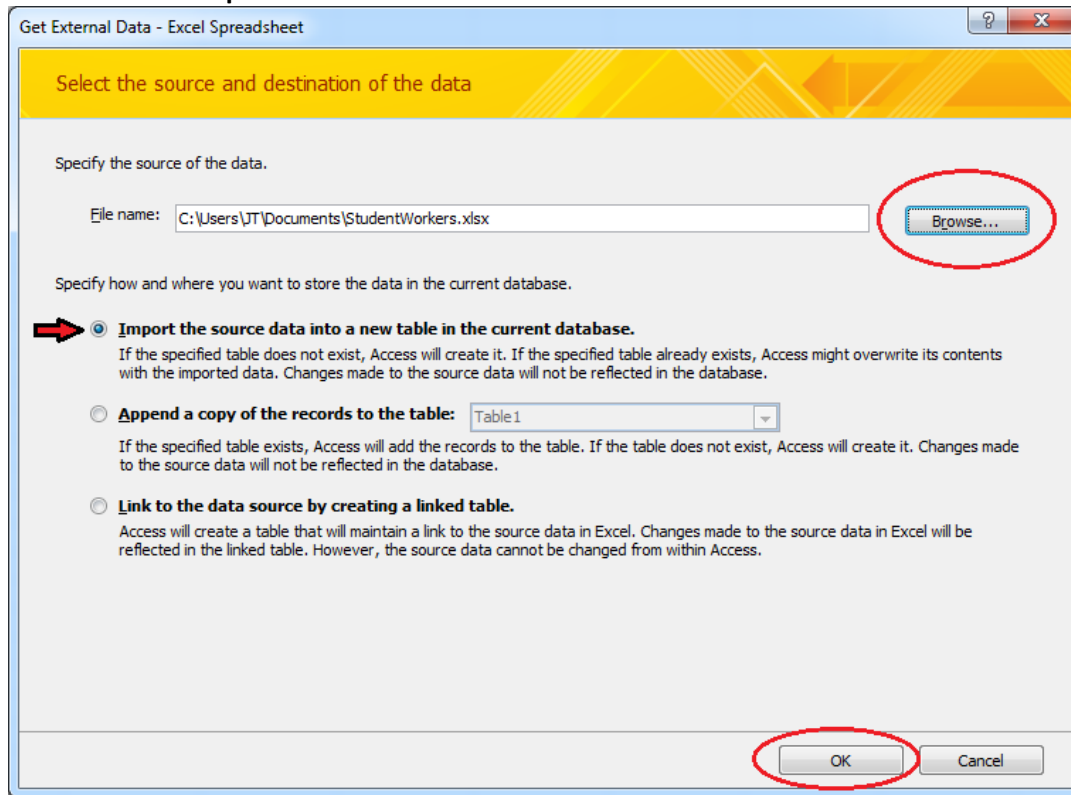


Step 4 - Select the Source and the Destination of the Data

To specify the source of the data, click the Browse button. After selecting the file (I.e. StudentWorkers.xlsx) from the dialogue box that appears, click the Open button.

Now you must specify how and where you want to store the data from the Excel document in the current database. Take a look at the second half of this window. Since we have chosen to utilize a new Excel spreadsheet for our database, select the first option, "Import the source data into a new table in the current database."

How to Export Data from Excel 2003 to Access 2007 to Create a Database



Note: Other options on this screen allow you to:

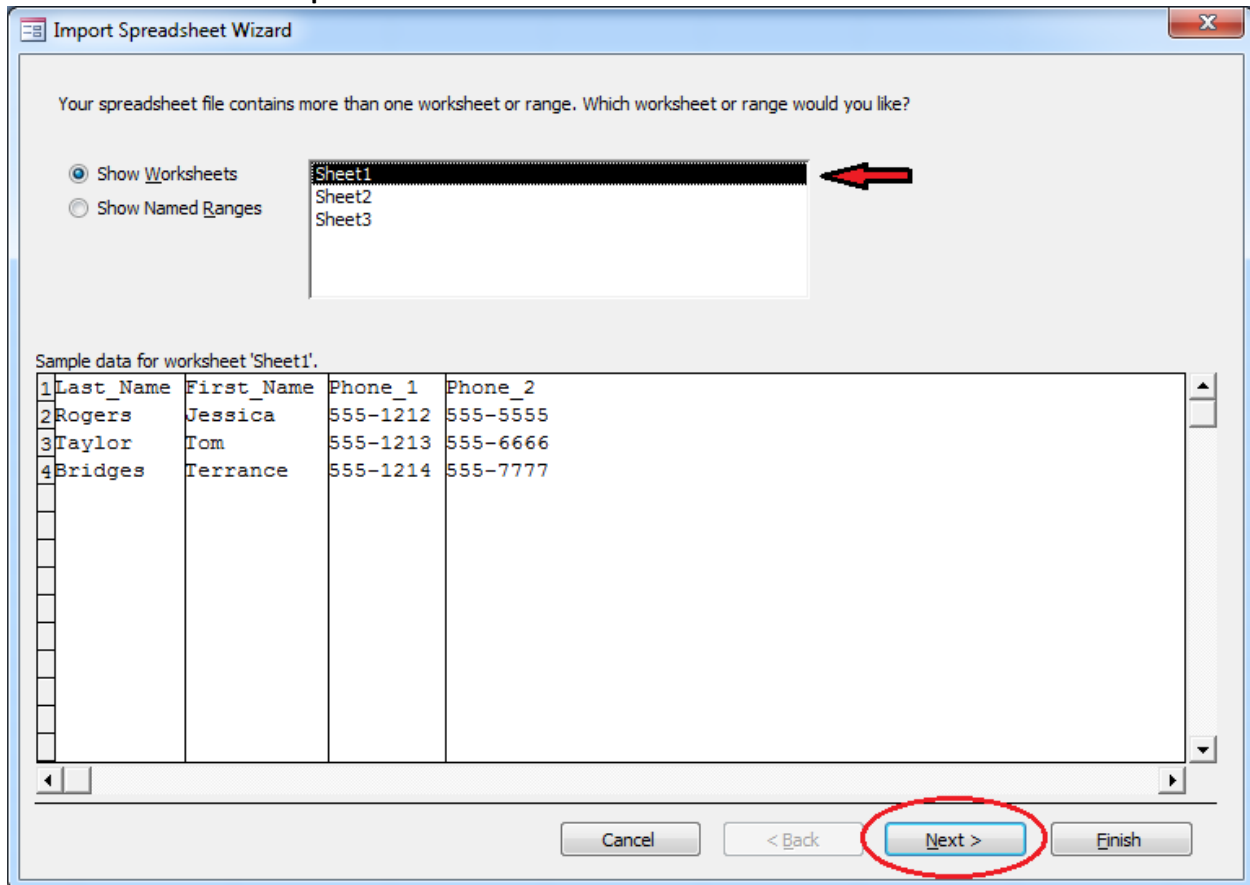
- Add the imported data to an already existing table in the database and/or to a new table in the database.
- Create a direct link between an external document (ie. Excel file). This way any changes made to the external document will be reflected in the linked table / database.

After specifying the source of the data and a destination for the data within Access, click the OK button to continue.

Step 5 - Select Worksheet

Since we created a new Excel spreadsheet and did not remove the additional Sheets in the Workbook, we have to tell the wizard which Sheet we would like to use. Select *Sheet1*, which contains our data. Click the Next button to continue.

How to Export Data from Excel 2003 to Access 2007 to Create a Database



Step 6 - Select Column Headings as Field Names

Typically, Excel users choose to use the first row of their spreadsheets as the column names / headers for their data. We did the same in our example with the column titles being *Last_Name*, *First_Name*, *Phone_1*, *Phone_2*.

Go ahead and select "First Row Contains Column Headings". This will ensure that the headings of our columns are considered names, rather than data to be included within the list of student information. Click the Next button to continue.

How to Export Data from Excel 2003 to Access 2007 to Create a Database

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

	Last Name	First Name	Phone 1	Phone 2
1	Rogers	Jessica	555-1212	555-5555
2	Taylor	Tom	555-1213	555-6666
3	Bridges	Terrance	555-1214	555-7777

Buttons: Cancel, < Back, Next >, Finish

Step 7 - Create Indexes for Your Fields

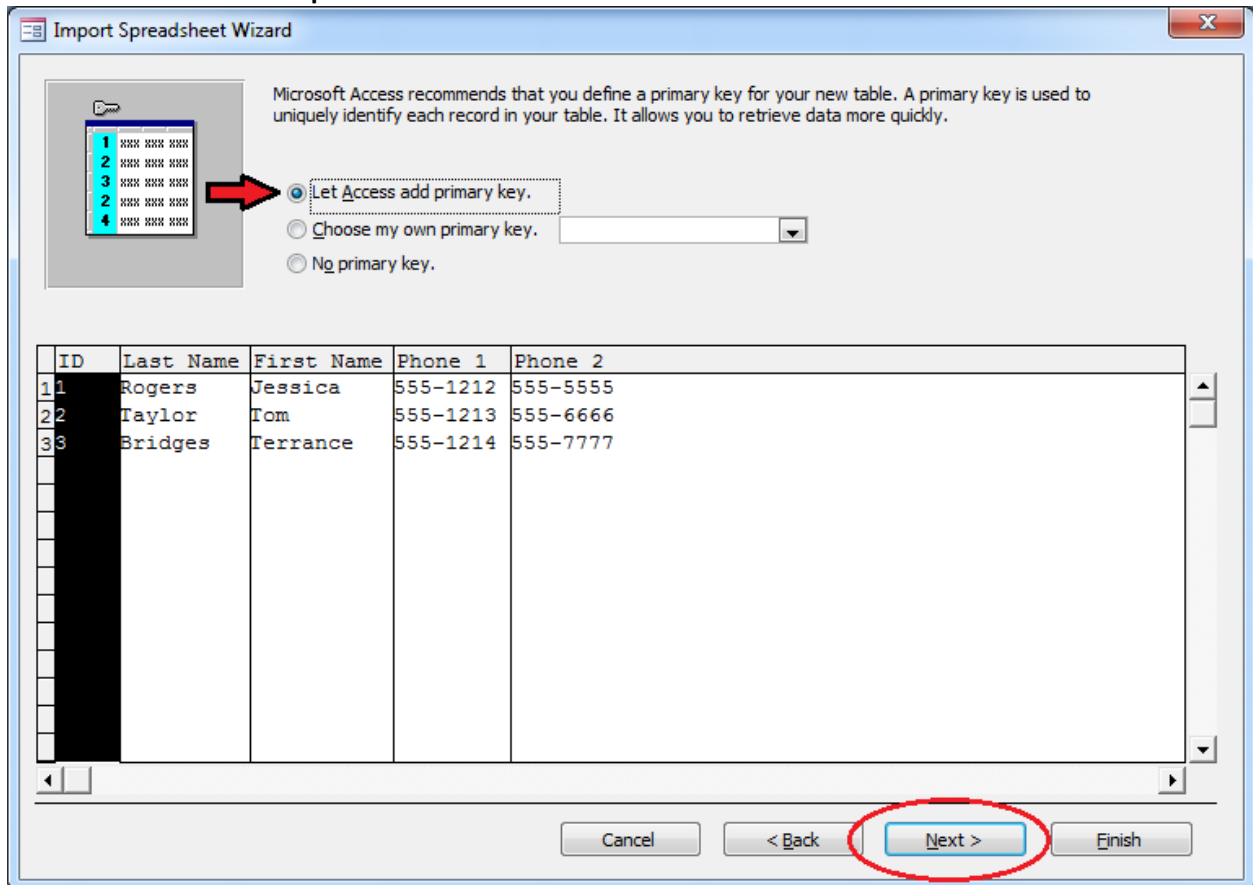
Creating Indexes in your data tables allows the system to locate requested information quicker. Although it does add to the total file size our database, the benefits of quicker data retrieval outweighs the lost disk space. Since we will most likely need to look up student info by their last name, it will be good to at least make the Last Name field an Index. In addition, there may be instances where students have the same last name. So we will need to tell Access to make *Last Name* an Index, and that duplicate information is ok.

In the Field Options section, click the drop down list for Indexed. From the drop down list that appears, select *Yes (Duplicates OK)*. Click the Next button to continue.

Step 8 - Select a Primary Key

Select "Let Access add primary key," then click the Next button to continue.

How to Export Data from Excel 2003 to Access 2007 to Create a Database



Import Spreadsheet Wizard

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.

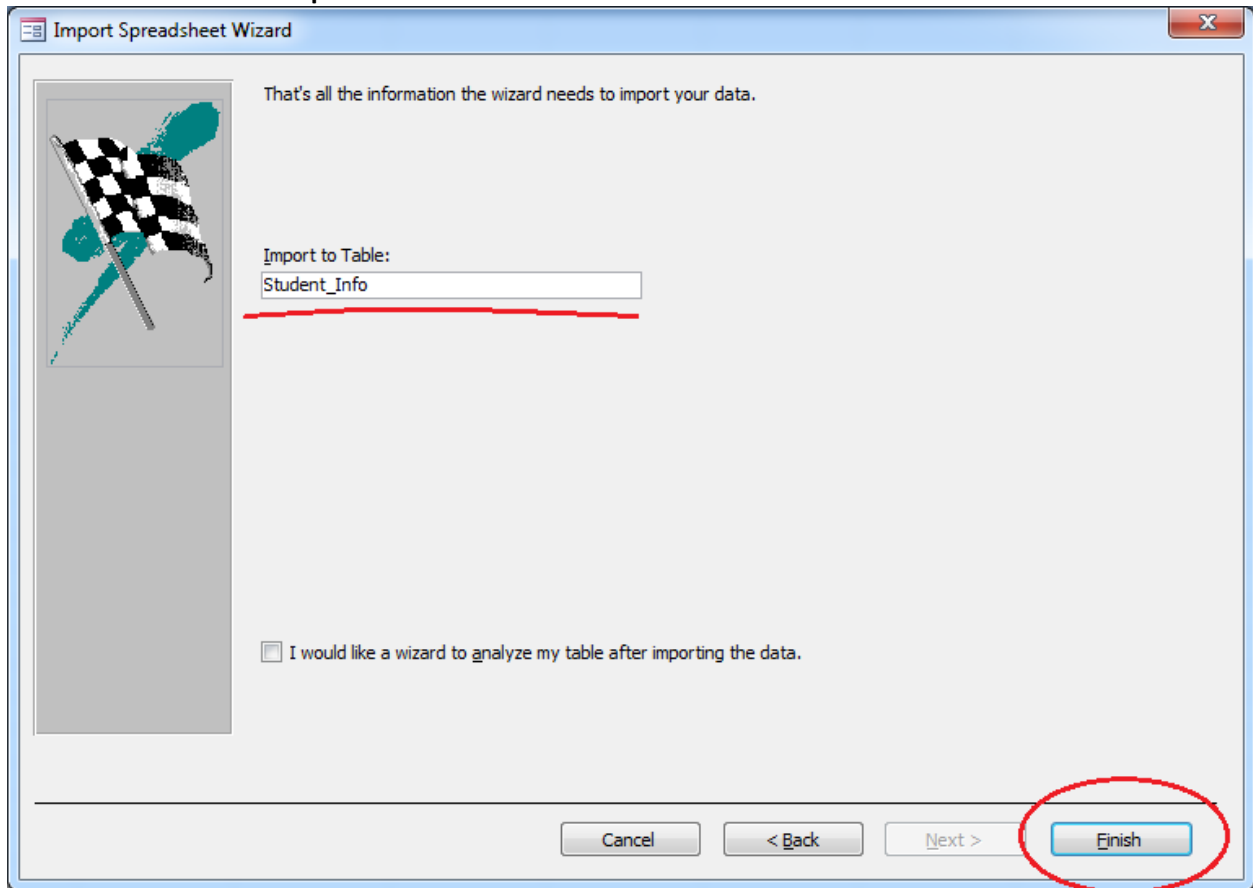
ID	Last Name	First Name	Phone 1	Phone 2
11	Rogers	Jessica	555-1212	555-5555
22	Taylor	Tom	555-1213	555-6666
33	Bridges	Terrance	555-1214	555-7777

Cancel < Back **Next >** Finish

Step 9 - Select a Name for Your Table

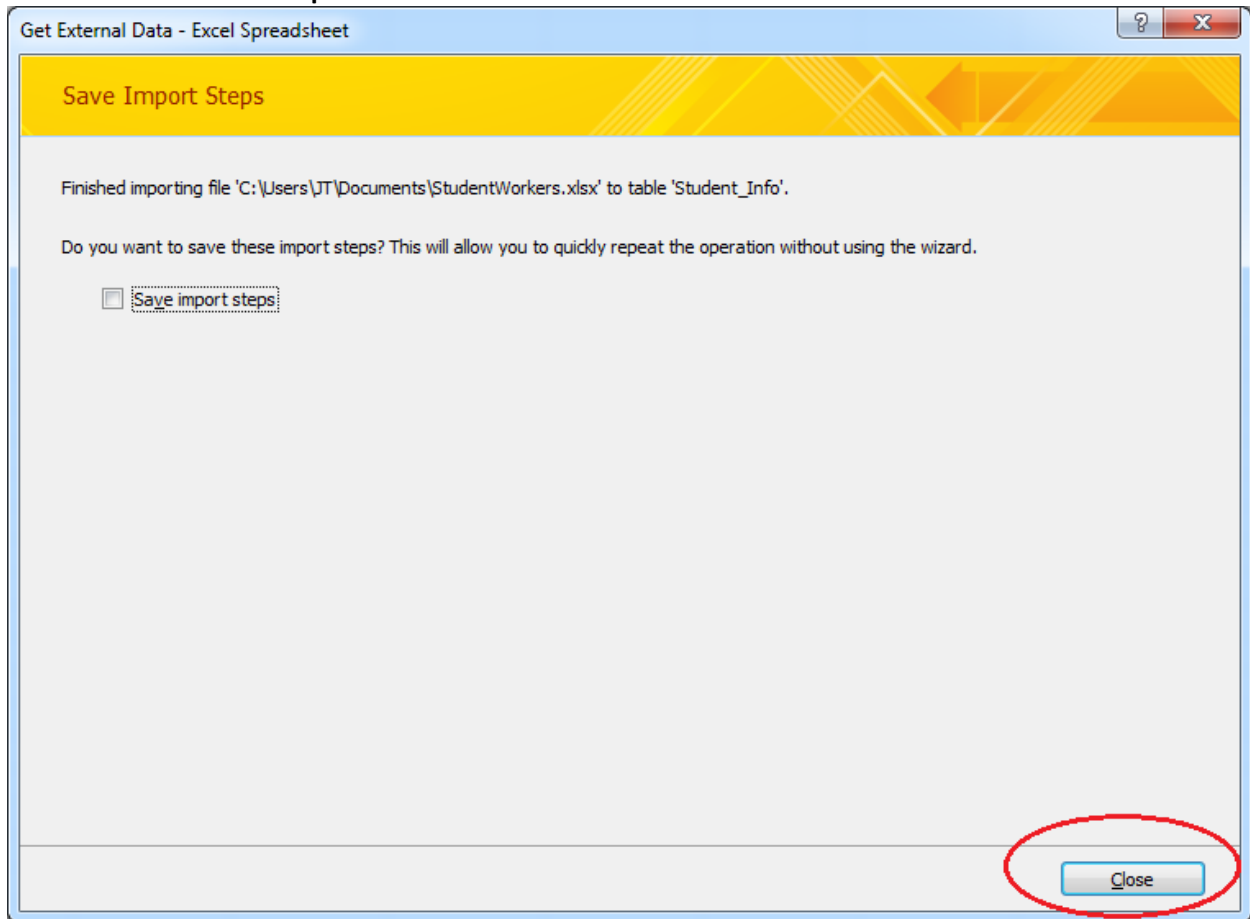
Select a name that describes the purpose and/or content of the Table you are creating. Since our data is derived from information on students, we will name our table "Student_Info". Type "Student_Info" in the Import to Table text box, then click the Finish button.

How to Export Data from Excel 2003 to Access 2007 to Create a Database



Optional: The *Save Import Steps* window will appear asking if you would like to save the import steps. This is an ability that will allow you to quickly repeat the operation without the wizard. However for this example, will opt NOT to do so. Click the Close button without selecting this option.

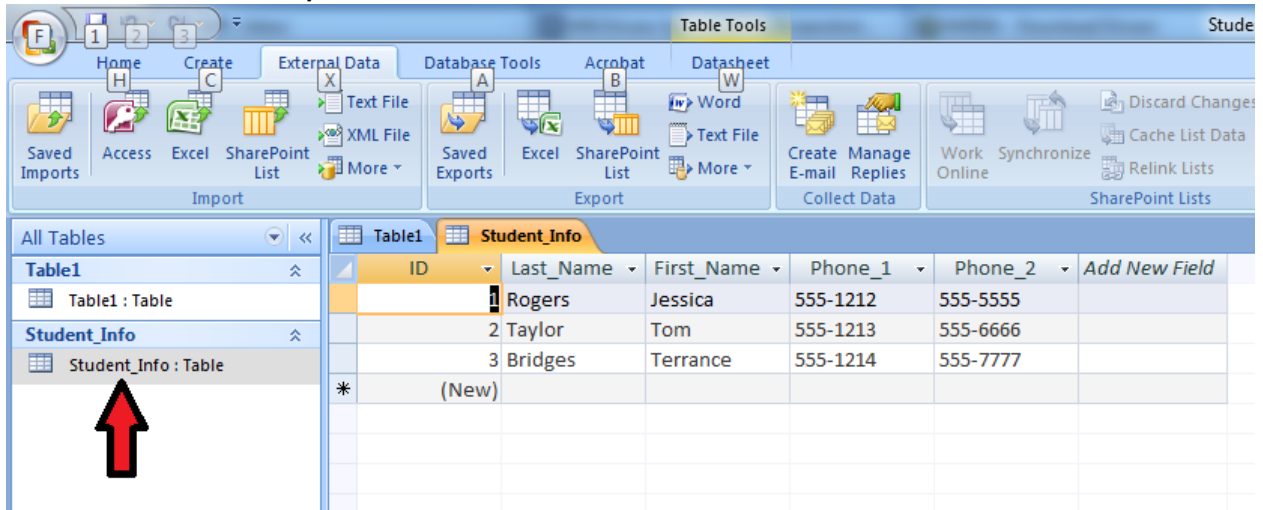
How to Export Data from Excel 2003 to Access 2007 to Create a Database



Step 10 - View Your Excel Data in Access

You should be back at the main database screen where you can see your newly imported data. Double-click on the table name *Student_Info:Table* in the left panel to view your table.

How to Export Data from Excel 2003 to Access 2007 to Create a Database



ID	Last_Name	First_Name	Phone_1	Phone_2	Add New Field
1	Rogers	Jessica	555-1212	555-5555	
2	Taylor	Tom	555-1213	555-6666	
3	Bridges	Terrance	555-1214	555-7777	
*	(New)				

Congratulations, you have successfully imported your first Excel spreadsheet into Access!!!