

14-0072-EN-Converting an Excel Spreadsheet to an Access...

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- Prepare your data in an Excel spreadsheet and save as CSV type or XLS type. You take note of the directory where it's saved.
- Create a New Access Database. Unless you have an existing database that you use to store product information, you're probably going to want to create a new database from scratch. To do this, click on the Blank Database icon on the Getting Started with Microsoft Office Access screen. Enter a database name, i.e. ProductImport and then click the Create button.
- Start the Excel Import Process – click the External Data menu at the top of the Access screen and double-click the Excel button to begin the Excel import process.
- Choose the Source file and Destination file –
- Click the Browse button and navigate to the file you'd like to import. Once you've located the correct file, click the Open button.
- On the "Select the source and destination of the data" screen, you're presented with import destination options. In this instance, we're interested in converting an existing Excel spreadsheet to a new Access database, so we'll choose "Import the source data into a new table in the current database."
- Once you've selected the correct file and option, click the OK button to continue.
- Select Column Headings – Normally, the first row of your Excel spreadsheet is used to provide column names for your data. For example, Department name, Catalog Number, Product Name, Product Intro, Product Description, Image, etc. columns. Ensure that the "First Row Contains Column Headings" box is ticked. This will tell MS Access to treat the first row as field names, rather than actual data to be stored in the product data. Click the Next button to continue.
- Select a Primary Key – you can use Catalog Number as your primary key (ensure that your Catalog Number is unique)
- Name Your Table – You need to provide Access with a name to reference your table. For example, you can call your table "Products." Enter this into the appropriate field and click on the Finish button.