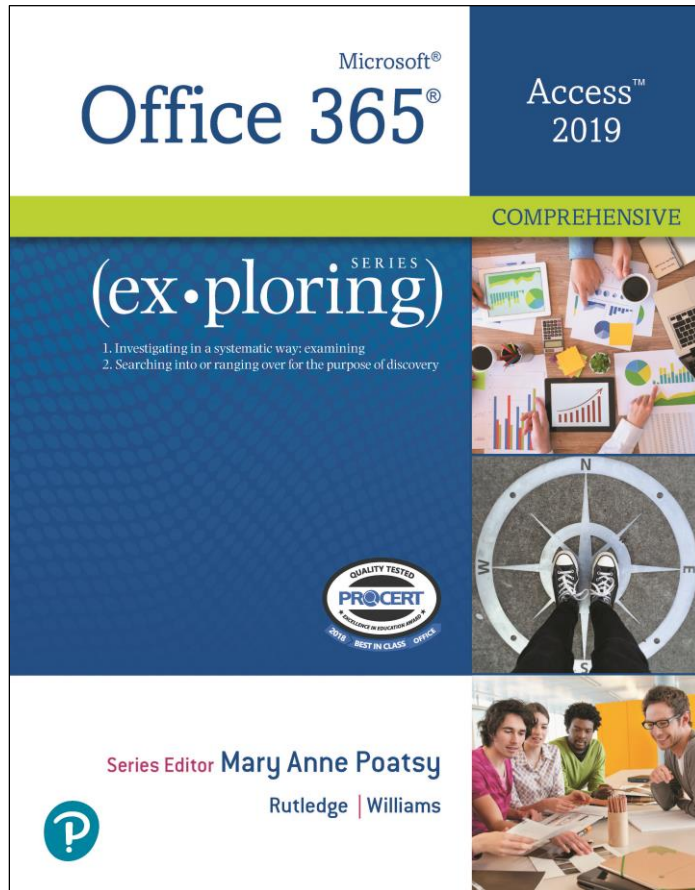


Microsoft® Office 365® Access™ 2019 Comprehensive



Chapter 8

Get Connected

Learning Objectives (1 of 2)

8.1 Create a Hyperlink Field

8.2 Add an Attachment Field

8.3 Add Attachment Controls to Forms and Reports

8.4 Export Data to Excel

8.5 Export Data to Word

8.6 Export Data to a PDF or XPS Document

Learning Objectives (2 of 2)

8.7 Export Objects to Another Access Database

8.8 Link to an Access Table

8.9 Link to and Import an Excel Spreadsheet

8.10 Import an Excel Spreadsheet

8.11 Import a Text File

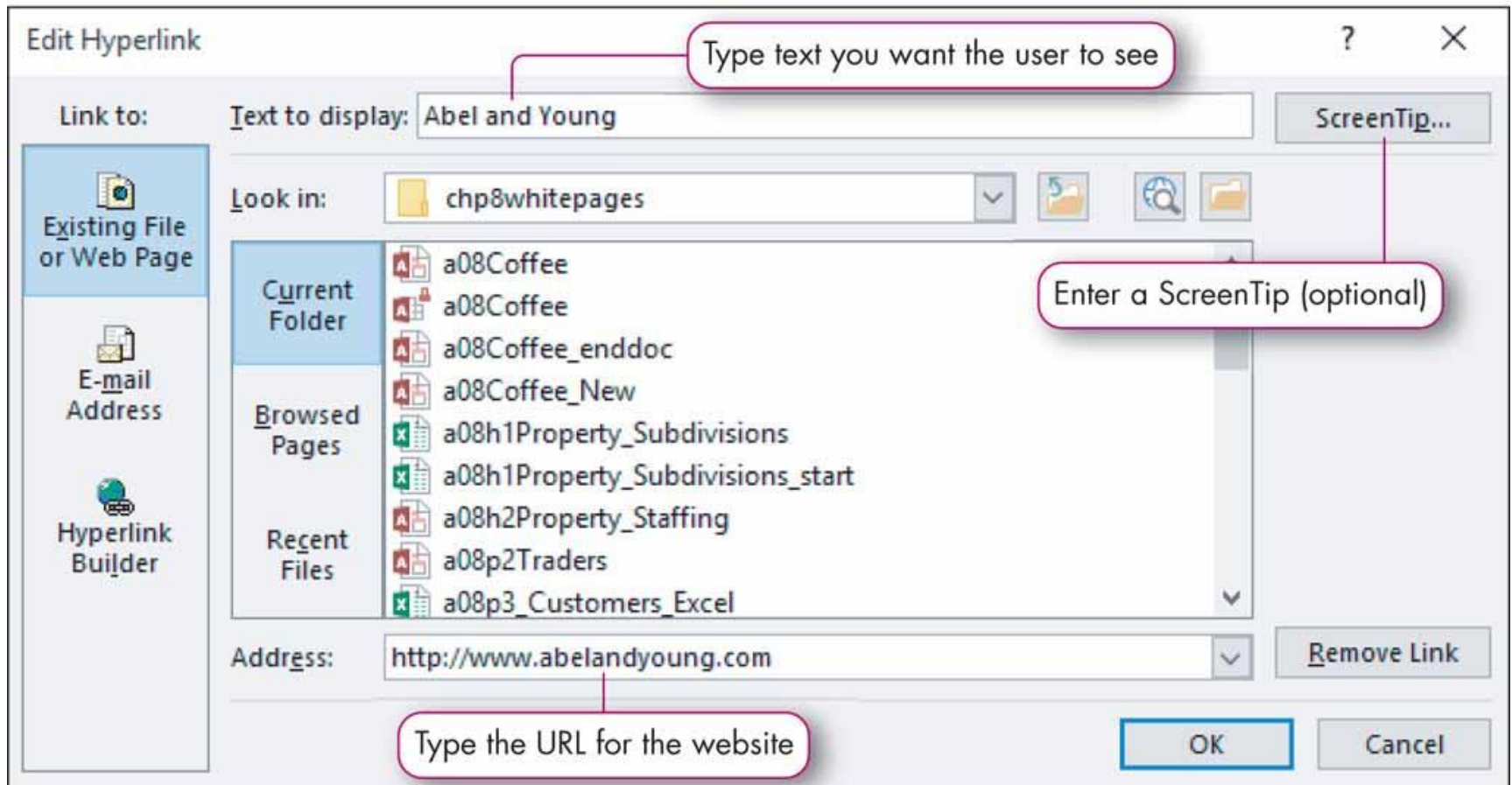
Creating a Hyperlink Field (1 of 2)

Service Start Date	Credit Rating	Sales Rep ID	CustomerWebsite
1/3/2020	B	S001	Abel and Young
1/3/2020	B	S002	www.mc3.edu
1/5/2020	B	S001	www.yourschooldomain.com
1/6/2020	A	S001	
1/6/2020	C	S002	
1/10/2020	C	S001	
1/10/2020	A	S001	
1/11/2020	A	S002	
1/13/2020	A	S002	
1/13/2020	B	S001	
1/14/2020	B	S002	
1/21/2020	A	S002	
1/23/2020	B	S002	
1/23/2020	A	S002	

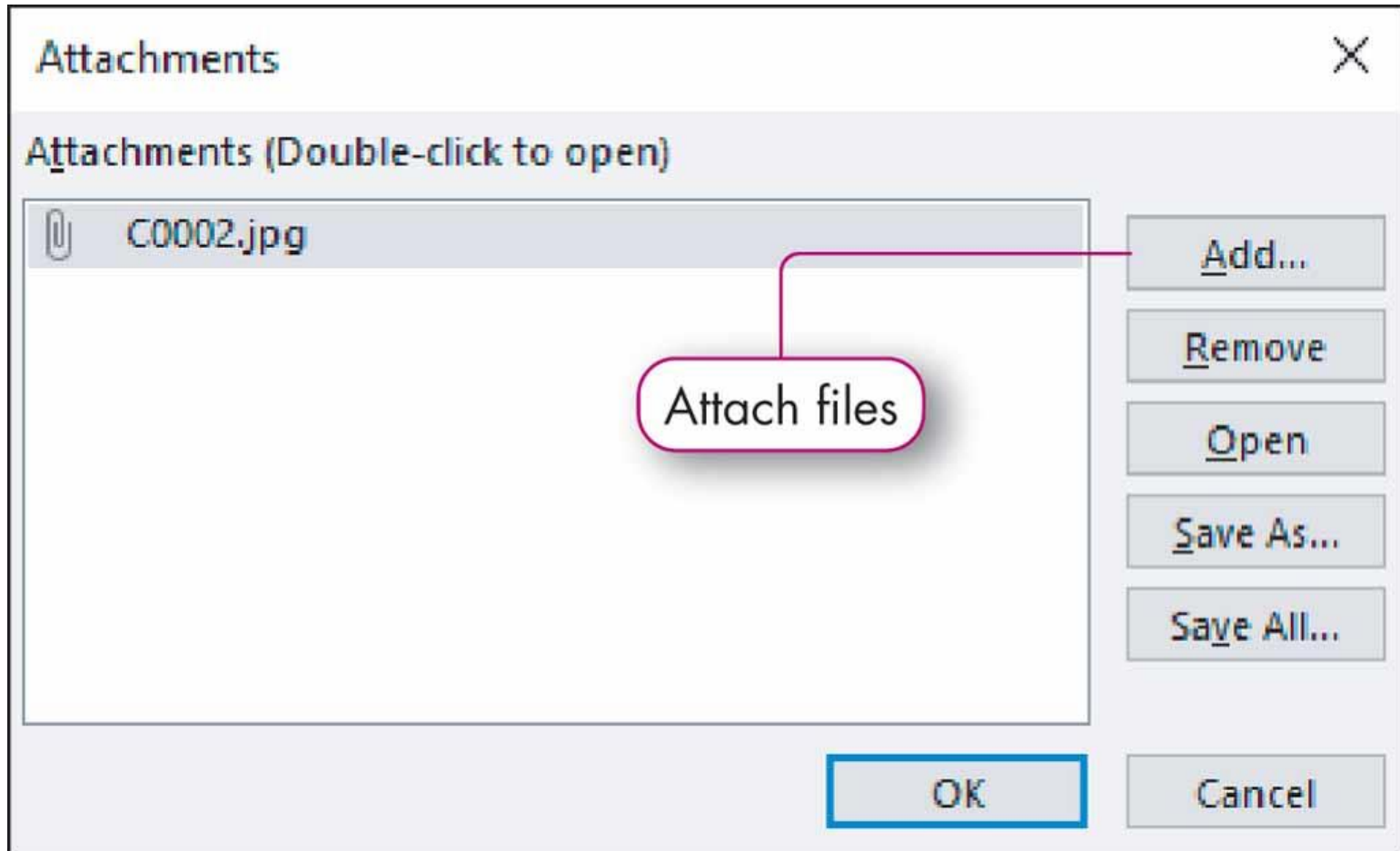
CustomerWebsite
hyperlinks

Hyperlinks have a
blue underline

Creating a Hyperlink Field (2 of 2)



Adding an Attachment Field (1 of 2)



Pearson Education, Inc. © 2020

Adding an Attachment Field (2 of 2)

Customers					
	CustomerID ▾	Customer Name ▾	Customer Web site ▾		Click to Add ▾
+	C0001	Abel & Young	Abel and Young	 (0)	
+	C0002	Department of CIS	www.mc3.edu	 (0)	
+	C0003	Advantage Sales	www.yourschooldomain.co	 (0)	
+	C0004	Kinzer & Sons		 (0)	
+	C0005	Milgrom Associates		 (0)	
+	C0006	Lugo Computer Sales		 (2)	
+	C0007	Bethune Appliance Sales		 (0)	
+	C0008	Baker Auto Supply		 (0)	
+	C0009	Howard Animal Hospital		 (0)	
+	C0010	Katie's Casual Wear		 (0)	
+	C0011	Little, Joiner, & Jones		 (0)	
+	C0012	Kline Bait & Tackle		 (0)	
+	C0013	Computer Informations Sys		 (0)	
+	C0014	Coulter Office Supplies		 (0)	
*	(New)			 (0)	

Paperclip icon indicates an Attachment field

Number of attachments is indicated in parentheses (2)

Pearson Education, Inc. © 2020

Adding Attachment Controls to Forms and Reports (1 of 2)

Customers form in layout view

Attachment control

Field name is dragged onto form

Field List

Fields available for this view:

- CustomerID
- CustomerName
- Contact
- EmailAddress
- Address1
- Address2
- City
- State
- ZipCode
- Phone
- Fax
- ServiceStartDate
- CreditRating
- SalesRepID
- CustomerWebsite
- CustomerFiles
 - CustomerFiles.FileData
 - CustomerFiles.FileName
 - CustomerFiles.FileType

Pearson Education, Inc. © 2020

Adding Attachment Controls to Forms and Reports (2 of 2)

The screenshot shows a 'Customers' form in 'Form view'. The form contains the following fields:

Field Name	Value
CustomerID	C0006
Customer Name	Lugo Computer Sales
Contact	Derek Anderson
E-mail Address	service@lugocomputer.net
Address1	6000 Tigertail Avenue
Address2	
City	Coconut Grove
State	FL
Zip Code	33133-
Phone	(555) 446-8900
Fax	(555) 446-8901
Service Start Date	1/10/2020
Credit Rating	C
Sales Rep ID	S001
CustomerWebsite	

Annotations:

- Customers form in Form view**: Points to the form title bar.
- Attachment control displays image**: Points to the 'CustomerFiles' field, which displays a photo of a man.
- Attachment toolbar**: Points to the toolbar below the 'CustomerWebsite' field, containing navigation icons.

Pearson Education, Inc. © 2020

Exporting Data to Excel (1 of 4)

Customers								
CustomerID	Customer Name	Contact	E-mail Address	Address1	Address2	City	State	Custo
C0001	Abel & Young	Jeff Jones	jjones@AbelAndYoung.com	5000 Jefferson Lane	Suite 2000	Miami	FL	Abel and
C0002	Department of CIS	Eleanor Milgrom		1238 Walsh Drive	Suite 2202	Miami	FL	www.mc
C0003	Advantage Sales	Neil Goodman	service@advantagesales.com	4215 South 81 Street		Miami	FL	www.yo
C0004	Kinzer & Sons	Nicholas Colon		9020 N.W. 75 Street	Suite 302	Coral Springs	FL	
C0005	Milgrom Associates	Ashley Geoghegan	ageoghegan@milgrom.net	7500 Center Lane		Coral Springs	FL	
C0006	Lugo Computer Sales	Derek Anderson	service@lugocomputer.net	6000 Tigertail Avenue		Coconut Grove	FL	
C0007	Bethune Appliance Sales	Michael Ware	bethune@bethune.com	276 Brickell Avenue	Suite 1403	Miami	FL	
C0008	Baker Auto Supply	Robert Slane	rslane@bakerauto.com	4508 N.W. 7 Street		Miami	FL	
C0009	Howard Animal Hospital	Luis Couto	lcouto@howardanimals.net	455 Bargello Avenue		Coral Gables	FL	
C0010	Katie's Casual Wear	Jeffrey Muddell	katie@katiewear.com	9522 S.W. 142 Street		Miami	FL	
C0011	Little, Joiner, & Jones	Lauren Center	lcenter@lj.com	7245 NW 8 Street		Miami	FL	
C0012	Kline Bait & Tackle	Benjamin Lee	blee@klineb&t.com	1000 Call Street		Coconut Grove	FL	
C0013	Computer Informations Sys	Eleanor Milgrom	emilgrom@cis.edu	1238 Walsh Drove	Suite 2202	Miami	FL	
C0014	Coulter Office Supplies	Maryann Coulter	mcoulter@coulter.com	1000 Main Street		Coral Springs	FL	
* (New)								

Pearson Education, Inc. © 2020

	A	B	C	D	E	F	G	H	I	J	K
1	CustomerID	Customer Name	Contact	E-mail Address	Address1	Address2	City	State	Zip Code	Phone	Fax
2	C0001	Abel & Young	Jeff Jones	jjones@AbelAndYoung.com	5000 Jefferson Lane	Suite 2000	Miami	FL	33131-	(555) 375-6442	(555) 375-644
3	C0002	Department of CIS	Eleanor Milgrom		1238 Walsh Drive	Suite 2202	Miami	FL	33131-	(555) 385-4431	(555) 385-443
4	C0003	Advantage Sales	Neil Goodman	service@advantagesales.com	4215 South 81 Street		Miami	FL	33131-	(555) 444-5555	(555) 444-555
5	C0004	Kinzer & Sons	Nicholas Colon		9020 N.W. 75 Street	Suite 302	Coral Springs	FL	33065-	(555) 753-9887	(555) 753-988
6	C0005	Milgrom Associates	Ashley Geoghegan	ageoghegan@milgrom.net	7500 Center Lane		Coral Springs	FL	33070-	(555) 753-7830	(555) 753-783
7	C0006	Lugo Computer Sales	Derek Anderson	service@lugocomputer.net	6000 Tigertail Avenue		Coconut Grove	FL	33133-	(555) 446-8900	(555) 446-890
8	C0007	Bethune Appliance Sales	Michael Ware	bethune@bethune.com	276 Brickell Avenue	Suite 1403	Miami	FL	33131-	(555) 444-3980	(555) 444-398
9	C0008	Baker Auto Supply	Robert Slane	rslane@bakerauto.com	4508 N.W. 7 Street		Miami	FL	33131-	(555) 635-3454	(555) 635-345
10	C0009	Howard Animal Hospital	Luis Couto	lcouto@howardanimals.net	455 Bargello Avenue		Coral Gables	FL	33124-	(555) 666-4801	(555) 666-480
11	C0010	Katie's Casual Wear	Jeffrey Muddell	katie@katiewear.com	9522 S.W. 142 Street		Miami	FL	33176-	(555) 253-3908	(555) 253-390
12	C0011	Little, Joiner, & Jones	Lauren Center	lcenter@lj.com	7245 NW 8 Street		Miami	FL	33133-	(555) 974-1234	(555) 974-123
13	C0012	Kline Bait & Tackle	Benjamin Lee	blee@klineb&t.com	1000 Call Street		Coconut Grove	FL	33133-	(555) 327-4124	(555) 327-412
14	C0013	Computer Informations Systems	Eleanor Milgrom	emilgrom@cis.edu	1238 Walsh Drove	Suite 2202	Miami	FL	33186-	(555) 385-4431	(555) 385-443
15	C0014	Coulter Office Supplies	Maryann Coulter	mcoulter@coulter.com	1000 Main Street		Coral Springs	FL	33071-	(555) 123-9876	
16											

Pearson Education, Inc. © 2020

Exporting Data to Excel (2 of 4)

The screenshot shows a dialog box titled "Export - Excel Spreadsheet". It has a yellow header bar with the text "Select the destination for the data you want to export." Below this, the dialog is divided into sections. The first section, "Specify the destination file name and format.", contains a "File name:" text box with the path "C:\Users\Jerri\Documents\Customer Addresses.xlsx" and a "Browse..." button. A callout bubble points to the file name text box with the text "Specify the name and destination". The second section, "Specify export options.", contains a "File format:" dropdown menu set to "Excel Workbook (*.xlsx)". A callout bubble points to this dropdown with the text "Specify formatting". Below this are three checkboxes. The first two are checked: "Export data with formatting and layout." and "Open the destination file after the export operation is complete." A callout bubble points to the second checkbox with the text "Specify export viewing option". The third checkbox, "Export only the selected records.", is unchecked. At the bottom right are "OK" and "Cancel" buttons.

Export - Excel Spreadsheet

Select the destination for the data you want to export.

Specify the destination file name and format.

File name: C:\Users\Jerri\Documents\Customer Addresses.xlsx Browse...

File format: Excel Workbook (*.xlsx)

Specify export options.

- ☒ **Export data with formatting and layout.**
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- ☒ **Open the destination file after the export operation is complete.**
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- ☐ **Export only the selected records.**
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

OK Cancel

Pearson Education, Inc. © 2020

Exporting Data to Excel (3 of 4)

A1				Customer Name				
	A	B	C	D	E	F	G	H
1	Customer Name	Contact	Address1	Address2	City	State	Zip Code	
2	Abel & Young	Jeff Jones	5000 Jefferson Lane	Suite 2000	Miami	FL	33131-	
3	Department of CIS	Eleanor Milgrom	1238 Walsh Drive	Suite 2202	Miami	FL	33131-	
4	Advantage Sales	Neil Goodman	4215 South 81 Street		Miami	FL	33131-	
5	Kinzer & Sons	Nicholas Colon	9020 N.W. 75 Street	Suite 302	Coral Springs	FL	33065-	
6	Milgrom Associates	Ashley Geoghegan	7500 Center Lane		Coral Springs	FL	33070-	
7	Lugo Computer Sales	Derek Anderson	6000 Tigertail Avenue		Coconut Grove	FL	33133-	
8	Bethune Appliance Sales	Michael Ware	276 Brickell Avenue	Suite 1403	Miami	FL	33131-	
9	Baker Auto Supply	Robert Slane	4508 N.W. 7 Street		Miami	FL	33131-	
10	Howard Animal Hospital	Luis Couto	455 Bargello Avenue		Coral Gables	FL	33124-	
11	Katie's Casual Wear	Jeffrey Muddell	9522 S.W. 142 Street		Miami	FL	33176-	
12	Little, Joiner, & Jones	Lauren Center	7245 NW 8 Street		Miami	FL	33133-	
13	Kline Bait & Tackle	Benjamin Lee	1000 Call Street		Coconut Grove	FL	33133-	
14	Computer Informations Systems	Eleanor Milgrom	1238 Walsh Drove	Suite 2202	Miami	FL	33186-	
15	Coulter Office Supplies	Maryann Coulter	1000 Main Street		Coral Springs	FL	33071-	
16								
17								
18								
19								

Pearson Education, Inc. © 2020

Exporting Data to Excel (4 of 4)

Customers1

Customers — Records from Customers table (main form)

CustomerID	C0001	Zip Code	33131-
Customer Name	Abel & Young	Phone	(555) 375-6442
Contact	Jeff Jones	Fax	(555) 375-6443
E-mail Address	jjones@AbelAndYoung.com	Service Start Date	1/3/2020
Address1	5000 Jefferson Lane	Credit Rating	B
Address2	Suite 2000	Sales Rep ID	S001
City	Miami	CustomerWebsite	Abel and Young
State	FL	AttachedFiles	

Order ID	Order Dat	Payment Type	Comments
O0001	1/3/2020	Cash	Will pick up order
O0006	1/6/2020	Check	
O0018	1/21/2020	Credit Card	

Records from Orders table (subform)

Pearson Education, Inc. © 2020

	A	B	C	D	E
	CustomerID	CustomerName	Contact	EmailAddress	Ad
1	C0001	Abel & Young	Jeff Jones	jjones@AbelAndYoung.com	5000 Jefferson Lane
2	C0002	Department of CIS	Eleanor Milgrom		1238 Walsh Drive
3	C0003	Advantage Sales	Neil Goodman	service@advantagesales.com	4215 South 81 Street
4	C0004	Kinzer & Sons	Nicholas Colon		9020 N.W. 75 Street
5	C0005	Milgrom Associates	Ashley Geoghegan	ageoghegan@milgrom.net	7500 Center Lane
6	C0006	Lugo Computer Sales	Derek Anderson	service@lugocomputer.net	6000 Tigertail Avenue
7	C0007	Bethune Appliance Sales	Michael Ware	bethune@bethune.com	276 Brickell Avenue
8	C0008	Baker Auto Supply	Robert Slane	rslane@bakerauto.com	4508 N.W. 7 Street
9	C0009	Howard Animal Hospital	Luis Couto	lcouto@howardanimals.net	455 Bargello Avenue
10	C0010	Katie's Casual Wear	Jeffrey Muddell	katie@katiewear.com	9522 S.W. 142 Street
11	C0011	Little, Joiner, & Jones	Lauren Center	lcenter@ljj.com	7245 NW 8 Street
12	C0012	Kline Bait & Tackle	Benjamin Lee	blee@klineb&t.com	1000 Call Street
13	C0013	Computer Informations Systems	Eleanor Milgrom	emilgrom@cis.edu	1238 Walsh Drove
14	C0014	Coulter Office Supplies	Maryann Coulter	mcoulter@coulter.com	1000 Main Street
15					
16					
17					
18					

Records from Customers table (main form)

Records from Orders table are missing

Pearson Education, Inc. © 2020

Exporting Data to Word (1 of 3)

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The 'More' dropdown menu is open, showing options for exporting data to various formats. The 'Word' option is highlighted, with a tooltip that reads: 'Word: Export the selected object to Rich Text'. The background table, titled 'Coffee Customers and Orders', contains product information.

Product ID	Product Name	Description	Markup Percent	Refrigeration	Brand	Year
P0001	Coffee - Colombian Supreme	24/Case, Pre-Ground	50.00%	☐	Discount	
P0002	Coffee - Hazelnut	24/Case, Pre-Ground	100.00%	☐	Premium	
P0003	Coffee - Mild Blend	24/Case, Pre-Ground	50.00%	☐	House	
P0004	Coffee - Assorted Flavors	18/Case, Pre-Ground	50.00%	☐	House	
P0005	Coffee - Decaf	24/Case, Pre-Ground	50.00%	☐	Discount	
P0006	Tea Bags - Regular	75/Box, Individual T	75.00%	☐	House	
P0007	Tea Bags - Decaf	75/Box, Individual T	75.00%	☐	House	
P0008	Creamers - Assorted Flavors	400/Case, 8 50-coun	100.00%	☐	Discount	
P0009	Creamers - Liquid	200/Case, Individua	100.00%	☒	Premium	
P0010	Sugar Packets	2000/Case	100.00%	☐	House	
P0011	Ceramic Mug	50 Company Logo	100.00%	☐	House	
P0012	Sugar Substitute	500/Case, 1-Serving	50.00%	☐	Discount	
P0013	Coffee Filters	500/Case, Fits 10-12	50.00%	☐	House	
P0014	Napkins	3000/Case, White	100.00%	☐	House	
P0015	Stirrers - Plastic	1000/Box	75.00%	☐	Discount	
P0016	Stirrers - Wood	1000/Box	100.00%	☐	Discount	
P0017	Spoons	500/Box, White Plastic	100.00%	☐	House	
P0018	Popcorn - Plain	36/Case, 3.75 Oz Microwave Bags	100.00%	☐	House	
P0019	Popcorn - Buttered	36/Case, 3.75 Oz Microwave Bags	9.50	100.00%	House	
P0020	Soup - Chicken	50 Envelopes	\$10.00	100.00%	Premium	
P0021	Soup - Variety Pak	50 Envelopes	\$12.00	100.00%	Premium	
P0022	Styrofoam Cups - 10 ounce	1000/Case	\$17.00	50.00%	House	
P0023	Styrofoam Cups - 12 ounce	1000/Case	\$19.00	50.00%	House	
P0024	Milk - 1 quart	Delivered Daily	\$2.00	100.00%	☒	House
P0025	Milk - 1 pint	Delivered Daily	\$1.00	100.00%	☒	House
	(New)			100.00%	☐	House

More command with Word selected from the list

Pearson Education, Inc. © 2020

Exporting Data to Word (2 of 3)

The screenshot shows a dialog box titled "Export - RTF File". It has a yellow header bar with the text "Select the destination for the data you want to export". Below this, the text "Specify the destination file name and format." is followed by a "File name:" label and a text box containing "C:\Users\Jerri\Documents\Jerri Stuff\Products.rtf". To the right of the text box is a "Browse..." button. A callout box labeled "Specify file name and destination" points to the text box. Below this, the text "Specify export options." is followed by three options, each with a checkbox and a description:

- ☒ **Export data with formatting and layout.**
Select this option to preserve most formatting and layout information when exporting a table, query, form, or report.
- ☒ **Open the destination file after the export operation is complete.**
Select this option to view the results of the export operation. This option is available only when you export formatted data.
- ☐ **Export only the selected records.**
Select this option to export only the selected records. This option is only available when you export formatted data and have records selected.

A callout box labeled "Specify export viewing option" points to the second option. At the bottom right of the dialog box are "OK" and "Cancel" buttons.

Pearson Education, Inc. © 2020

Exporting Data to Word (3 of 3)

Records from Products table

To: Purchasing Agent
From: Sales Manager
Subject: Please note our current prices for the following items.

Additional text added to the RTF document

Product ID	Product Name	Description	Cost	Markup Percent	Refrigeration Needed	Brand	Year Introduced
P0001	Coffee--Colombian Supreme	24/Case, Pre-Ground 1.75 Oz Bags	\$16.00	50.00%	No	Discount	2018
P0002	Coffee--Hazelnut	24/Case, Pre-Ground 1.75 Oz Bags	\$23.00	100.00%	No	Premium	2018
P0003	Coffee--Mild Blend	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	50.00%	No	House	2018
P0004	Coffee--Assorted Flavors	18/Case, Pre-Ground 1.75 Oz Bags	\$23.00	50.00%	No	House	2018
P0005	Coffee--Decaf	24/Case, Pre-Ground 1.75 Oz Bags	\$20.00	50.00%	No	Discount	2018

Pearson Education, Inc. © 2020

Exporting Data a PDF or XPS Document (1 of 2)

Customers						
Customer Name	Contact	Address1	Address2	City	State	CustomerFiles
Abel & Young	Jeff Jones	5000 Jefferson Lane	Suite 2000	Miami	FL	
Department of CIS	Eleanor Milgrom	1238 Walsh Drive	Suite 2202	Miami	FL	
Advantage Sales	Neil Goodman	4215 South 81 Street		Miami	FL	
Kinzer & Sons	Nicholas Colon	9020 N.W. 75 Street	Suite 302	Coral Springs	FL	
Milgrom Associates	Ashley Geoghegan	7500 Center Lane		Coral Springs	FL	
Lugo Computer Sales	Derek Anderson	6000 Tigertail Avenue		Coconut Grove	FL	
Bethune Appliance Sales	Michael Ware	276 Brickell Avenue	Suite 1403	Miami	FL	
Baker Auto Supply	Robert Slane	4508 N.W. 7 Street		Miami	FL	
Howard Animal Hospital	Luis Couto	455 Bargello Avenue		Coral Gables	FL	
Katie's Casual Wear	Jeffrey Muddell	9522 S.W. 142 Street		Miami	FL	
Little, Joiner, & Jones	Lauren Center	7245 NW 8 Street		Miami	FL	
Kline Bait & Tackle	Benjamin Lee	1000 Call Street		Coconut Grove	FL	
Computer Informations Systems	Eleanor Milgrom	1238 Walsh Drove	Suite 2202	Miami	FL	
Coulter Office Supplies	Maryann Coulter	1000 Main Street		Coral Springs	FL	

14

Pearson Education, Inc. © 2020

wavebreakmedia/shutterstock

Exporting Data a PDF or XPS Document (2 of 2)

Customers.xps - XPS Viewer

File Permissions

XPS document viewed with the XPS Viewer

Customers

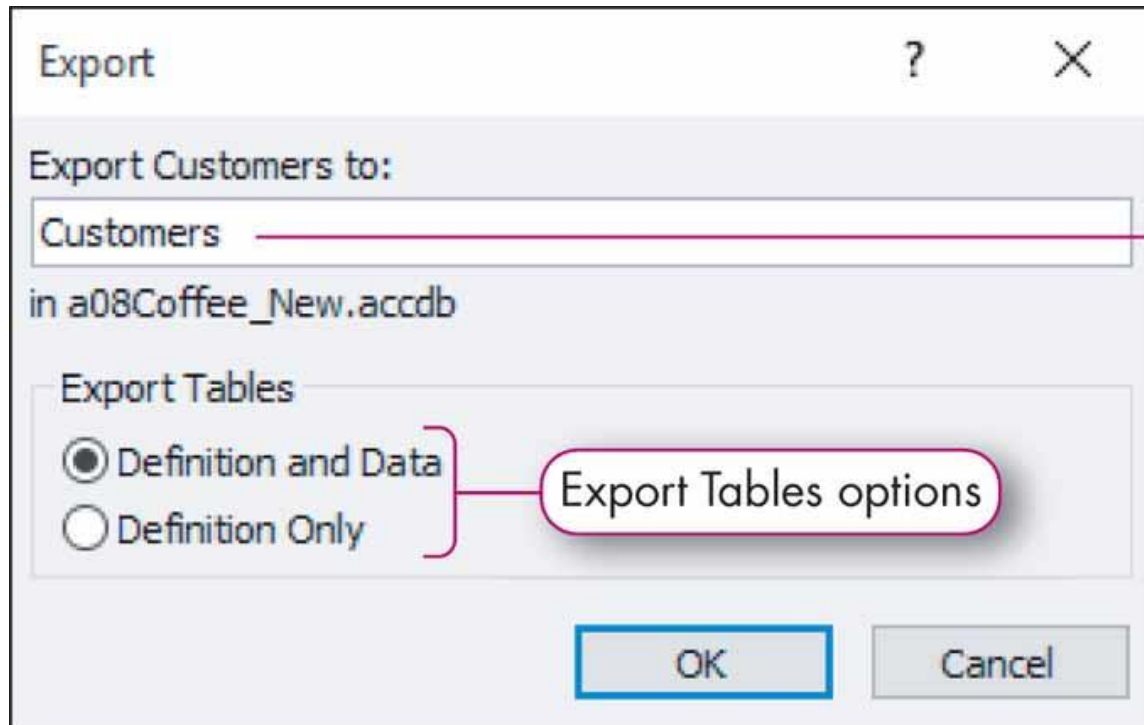
Customer Name	Contact	Address1	Address2	City	State	CustomerFiles
Abel & Young	Jeff Jones	5000 Jefferson Lane	Suite 2000	Miami	FL	
Department of CIS	Eleanor Milgrom	1238 Walsh Drive	Suite 2202	Miami	FL	
Advantage Sales	Neil Goodman	4215 South 81 Street		Miami	FL	
Kinzer & Sons	Nicholas Colon	9020 N.W. 75 Street	Suite 302	Coral Springs	FL	
Milgrom Associates	Ashley Geoghegan	7500 Center Lane		Coral Springs	FL	
Lugo Computer Sales	Derek Anderson	6000 Tigertail Avenue		Coconut Grove	FL	
Bethune Appliance Sales	Michael Ware	276 Brickell Avenue	Suite 1403	Miami	FL	
Baker Auto Supply	Robert Slane	4508 N.W. 7 Street		Miami	FL	
Howard Animal Hospital	Luis Couto	455 Bargello Avenue		Coral Gables	FL	
Katie's Casual Wear	Jeffrey Muddell	9522 S.W. 142 Street		Miami	FL	
Little, Joiner, & Jones	Lauren Center	7245 NW 8 Street		Miami	FL	
Kline Bait & Tackle	Benjamin Lee	1000 Call Street		Coconut Grove	FL	
Computer Informations	Eleanor Milgrom	1238 Walsh Drove	Suite 2202	Miami	FL	

Page 1 of 1

100%

Pearson Education, Inc. © 2020

Exporting Objects to Another Access Database



Pearson Education, Inc. © 2020

Linking to an Access Table (1 of 2)

Get External Data - Access Database

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: C:\Users\Jerri\Documents\A08p2Traders.accdb Browse...

File name and source location

Specify how and where you want to store the data in the current database.

☐ Import tables, queries, forms, reports, macros, and modules into the current database.
If the specified object does not exist, Access will create it. If the specified object already exists, Access will append a number to the name of the imported object. Changes made to source objects (including data in tables) will not be reflected in the current database.

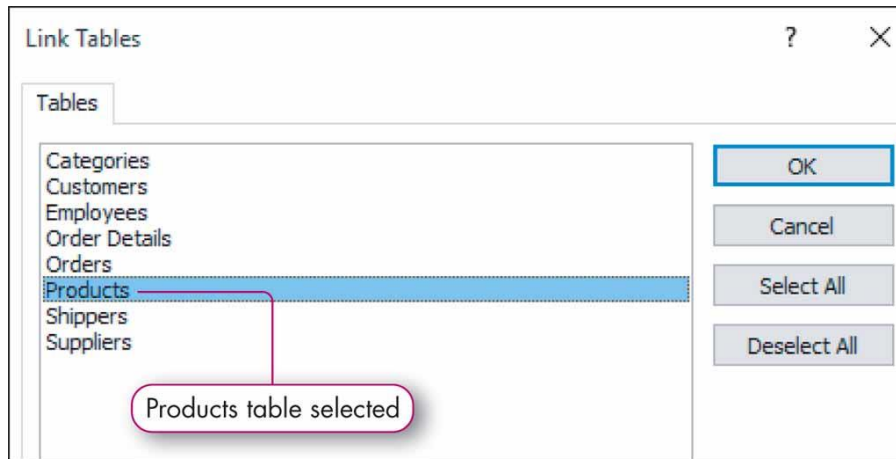
☒ Link to the data source by creating a linked table.
Access will create a table that will maintain a link to the source data. Changes made to the data in Access will be reflected in the source and vice versa. NOTE: If the source database requires a password, the unencrypted password will be stored with the linked table.

Link to the Access data by creating a linked table

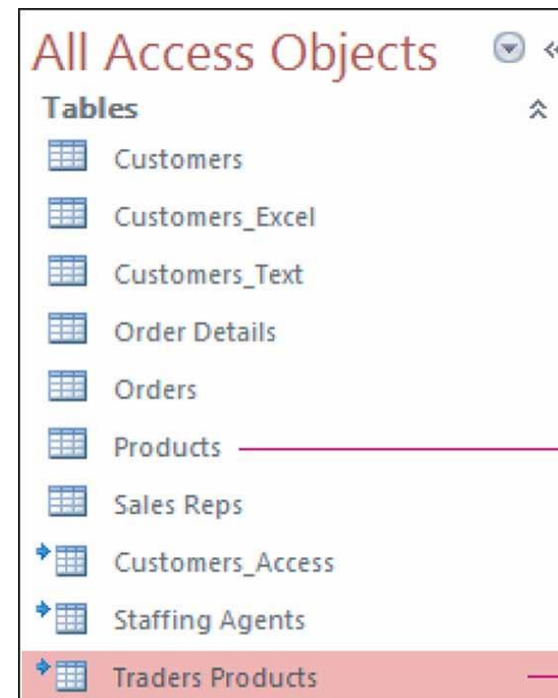
OK Cancel

Pearson Education, Inc. © 2020

Linking to an Access Table (2 of 2)



Pearson Education, Inc. © 2020



Linking to and Importing an Excel Spreadsheet (1 of 3)

	A	B	C	D	E	F
1	New SubDivision: 3/1/2018	from Hines Developers, Inc	First three rows to be deleted			
2						
3						
4	SubDivisionID	SubDivision	ContactPerson	Pool	RecreationCenter	BikeTrail
5	1	Jamestowne	Dave Reeder	No	No	Yes
6	2	Discovery Homes	Margaret Sellis	No	Yes	No
7	3	Hawk Valley		No	Yes	No
8	4	Snake Canyon	Roma Ewes	No	Yes	No
9	5	Winding River	Jerry Kudash	Yes	No	Yes
10	6	West Point	Rob Durante	Yes	No	Yes
11	7	Choco Canyon	TJ Sheraton	No	No	No
12	8	Blue Lake	Bill Anderson	Yes	Yes	Yes
13	9	The Links	Sam Henderson	No	No	No
14	10	Old Estates	Marty Lazanoff	No	No	No
15	11	The Vineyards	Robin Cater	Yes	Yes	Yes
16	12	Jefferson Crossing	Randi Crawford	Yes	No	No
17	13	Modular Homes	Carol Otto	No	No	Yes
18	14	Crestwood	Ray Otto	Yes	Yes	No

Pearson Education, Inc. © 2020

Linking to and Importing an Excel Spreadsheet (2 of 3)

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.

Full-screen Snip

	CustomerID	Customer Name	Contact	Address1	Address2
1	1	Office Depot #35	Rusty Billings	5000 Jefferson Lane	Suite 2000
2	2	Office Depot #36	Millie Davis	1238 Walsh Drive	Suite 2202
3	3	Office Depot #37	Frank Landis	4215 South 81 Street	
4	4	Office Depot #38	Julia Klein	9020 N.W. 75 Street	Suite 302
5	5	Office Depot #39	Evan Rickets	7500 Center Lane	
6	6	Office Depot #40	Ron Stellar	6000 Tigertail Avenue	
7	7	Auto Supply West	George Rudolf	276 Brickell Avenue	Suite 1403
8	8	Auto Supply East	Rob Candiles	4508 N.W. 7 Street	
9	9	County Hospital	Louise Haltzman	455 Bargello Avenue	
10	10	Kevin's Diner	Kevin Swartz	9522 S.W. 142 Street	
11	11	Advanced Office Supplies	Wendy Keyser	1000 Main Street	

< >

Cancel < Back Next > Finish

Pearson Education, Inc. © 2020

Linking to and Importing an Excel Spreadsheet (3 of 3)

Link Spreadsheet Wizard

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

☒ Show Worksheets
☐ Show Named Ranges

Sheet1
Sheet2
Sheet3

Worksheet to link

First row contains column headings

Sample data for worksheet 'Sheet1'.

	SubDivisionID	SubDivision	ContactPerson	Pool	RecreationCenter	BikeTrail
1	1	Jamestowne	Dave Reeder	No	No	Yes
2	2	Discovery Homes	Margaret Sellis	No	Yes	No
3	3	Hawk Valley		No	Yes	No
4	4	Snake Canyon	Roma Ewes	No	Yes	No
5	5	Winding River	Jerry Kudash	Yes	No	Yes
6	6	West Point	Rob Durante	Yes	No	Yes
7	7	Choco Canyon	TJ Sheraton	No	No	No
8	8	Blue Lake	Bill Anderson	Yes	Yes	Yes
9	9	The Links	Sam Henderson	No	No	No
10	10	Old Estates	Marty Lazanoff	No	No	No
11	11	The Vineyards	Robin Cater	Yes	Yes	Yes
12	12	Jefferson Crossing	Randi Crawford	Yes	No	No
13	13	Modular Homes	Carol Otto	No	No	Yes

Cancel < Back Next > Finish

Pearson Education, Inc. © 2020

Importing a Text File (1 of 2)

a08p2Custtext - Notepad

File Edit Format View Help

```
CustomerID, Customer Name, Contact, E-mail Address, Address1, Address2, City, State, Zip Code, Phone,
101, Office Gadgets Store #23, Marty Lazanoff, mlazanoff@gadgets.net, 5000 Jefferson Lane, Suite
102, Office Gadgets Store #24, Bill Gutchons, billg@ws.com, 1238 Walsh Drive, Suite 2202, Atlanta,
103, Office Gadgets Store #25, Nancy Goodman, service@advantagesales.com, 4215 South 81 Street,,
104, Office Gadgets Store #26, Selene Silver, selene@kinzer.com, 9020 N.W. 75 Street, Suite 302, A
105, Office Gadgets Store #27, Ashley Truber, truber@juiceassoc.net, 7500 Center Lane,, Atlanta, G
106, Office Gadgets Store #28, Allison Blake, allison@allrest.com, 6000 Tigertail Avenue,, Atlant
107, Office Gadgets Store #29, Mel Stark, mstark@meatsinc.com, 276 Brickell Avenue, Suite 1403, At
108, Office Gadgets Store #30, Bob Leaks, bob@3bakers.com, 4508 N.W. 7 Street,, Atlanta, GA, 30301,
109, Office Gadgets Store #31, Luis Cartego, luis@countyhosp.com, 455 Bargello Avenue,, Atlanta, G
110, Rachael's Diner, Kyle Freed, kfreed@msn.com, 9522 S.W. 142 Street,, Atlanta, GA, 30301, (555) 2
111, Lipsi Insurance Brokers, Janet Lipsi, janet@ibi.com, 1000 Main Street,, Atlanta, GA, 30301, (55
```

New customers
in a CSV text file

Pearson Education, Inc. © 2020

Importing a Text File (2 of 2)

Import Text Wizard

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

☒ Delimited - Characters such as comma or tab separate each field

☐ Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: C:\USERS\JERRI\DOCUMENTS\NEWCUSTOMERS.CSV.

	CustomerID	Customer Name	Contact	E-mail Address	Address1	Address2	City	State	Zip Code
1	101	Office Gadgets1	Marty Lazanoff	mlazanoff@gadgets.net	5000 Jefferson Lane	Suite 22			
2	102	Office Gadgets2	Bill Gutchons	Bgutchons@gadgets.net	1238 Walsh Drive	Suite 22			
3	103	Office Gadgets3	Nancy Goodman	ngoodman@gadgets.net	4215 South 81 Street		Atlanta		
4	104	Office Gadgets4	Selene Silver	ssilver@gadgets.net	9020 N.W. 75 Street	Suite 3			
5	105	Office Gadgets5	Ashley Truber	atruber@gadgets.net	7500 Center Lane		Atlanta		
6	106	Office Gadgets6	Allison Blake	ablake@gadgets.net	6000 Tigertail Avenue		Atlanta		
7	107	Office Gadgets7	Mel Stark	mstark@gadgets.net	276 Brickell Avenue	Suite 1403			
8	108	Office Gadgets8	Bob Leaks	bleaks@gadgets.net	4508 N.W. 7 Street		Atlanta	GA	
9	109	Office Gadgets9	Luis Cartego	lcatago@gadgets.net	455 Barginello Avenue		Atlanta		
10	110	Rachael's Diner	Kyle Freed	kfreed@msn.com	9522 S.W. 142 Street		Atlanta	GA	
11	111	Insurance Brokers	Janet Lipsi	janet@ibi.com	1000 Main Street		Atlanta	GA	30308
12									

Advanced... Cancel < Back Next > Finish

Pearson Education, Inc. © 2020

Copyright



This work is protected by United States copyright laws and is provided solely for the use of instructors in teaching their courses and assessing student learning. Dissemination or sale of any part of this work (including on the World Wide Web) will destroy the integrity of the work and is not permitted. The work and materials from it should never be made available to students except by instructors using the accompanying text in their classes. All recipients of this work are expected to abide by these restrictions and to honor the intended pedagogical purposes and the needs of other instructors who rely on these materials.