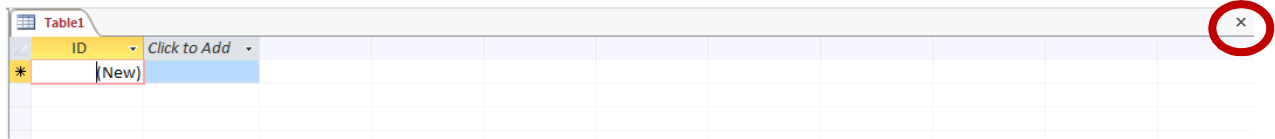
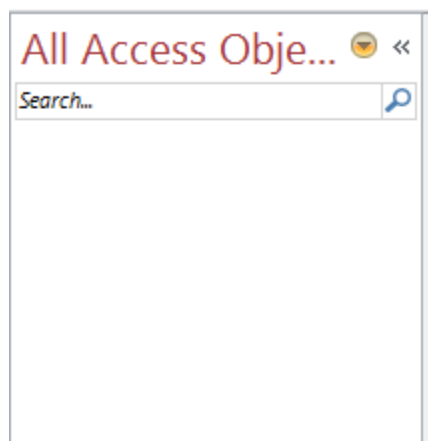


## Importing the Menagerie Kennel data from Excel into Access

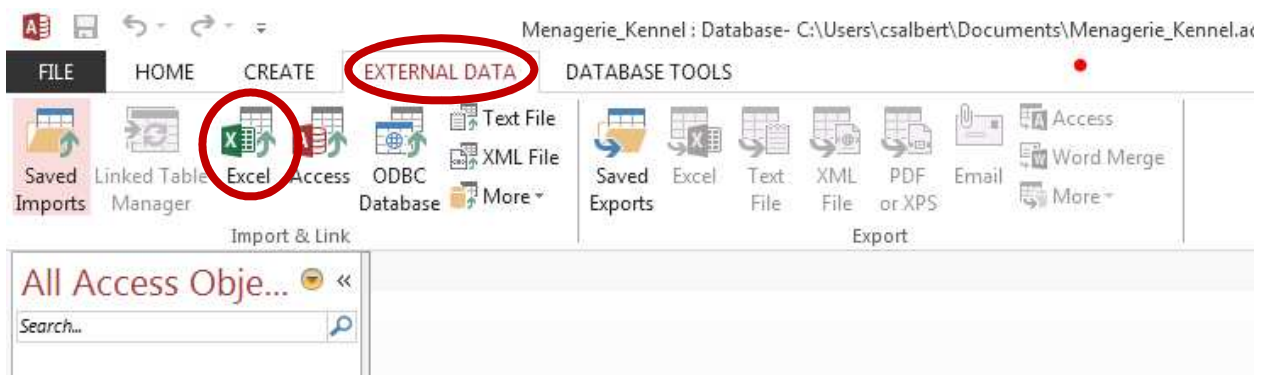
1. Close Table1 by clicking on the 'X' in the upper right corner of the table.



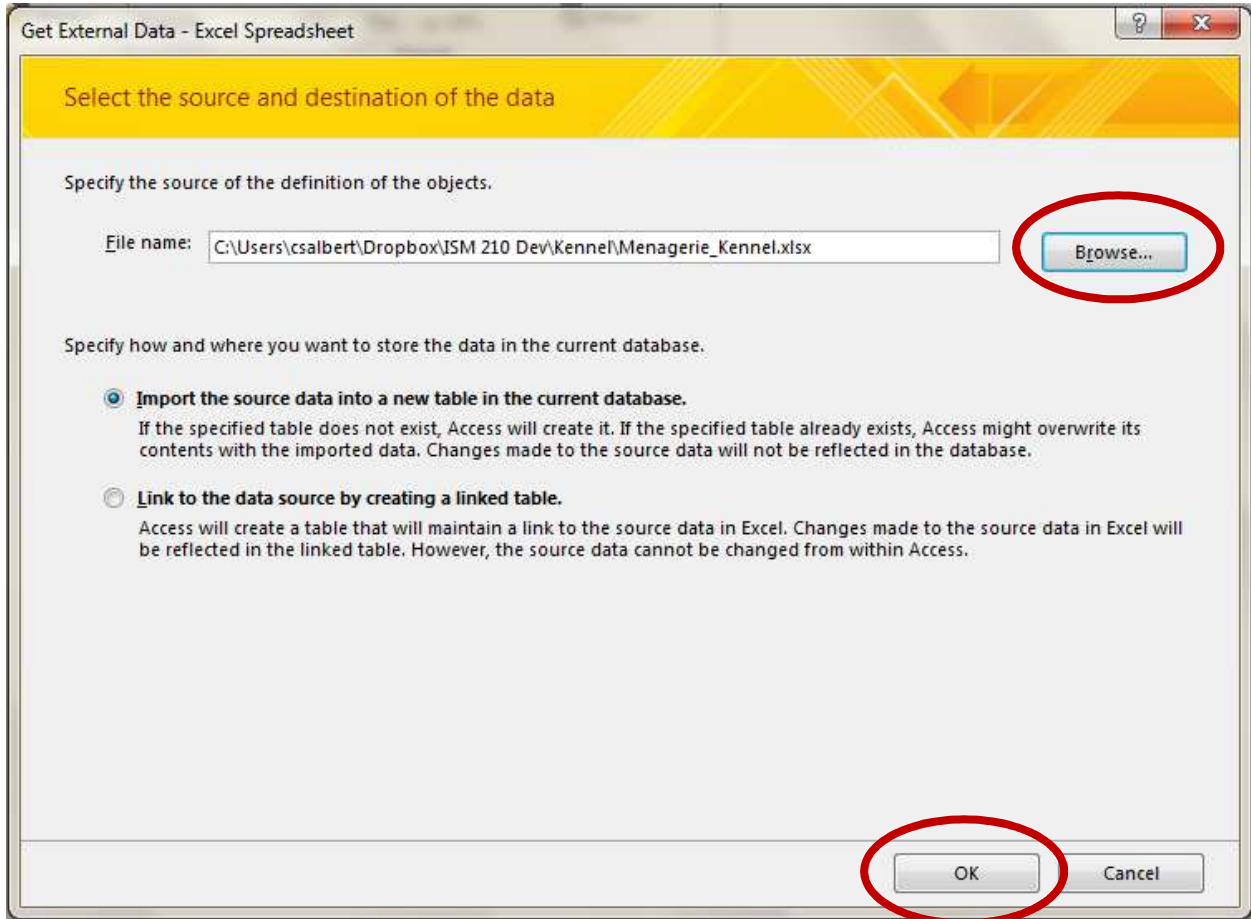
2. This should cause Table1 to be deleted from the Navigation Pane. If not, then right click on the name of Table1 in the Navigation Pane and select 'Delete'. The Navigation Pane should now be empty as shown here.



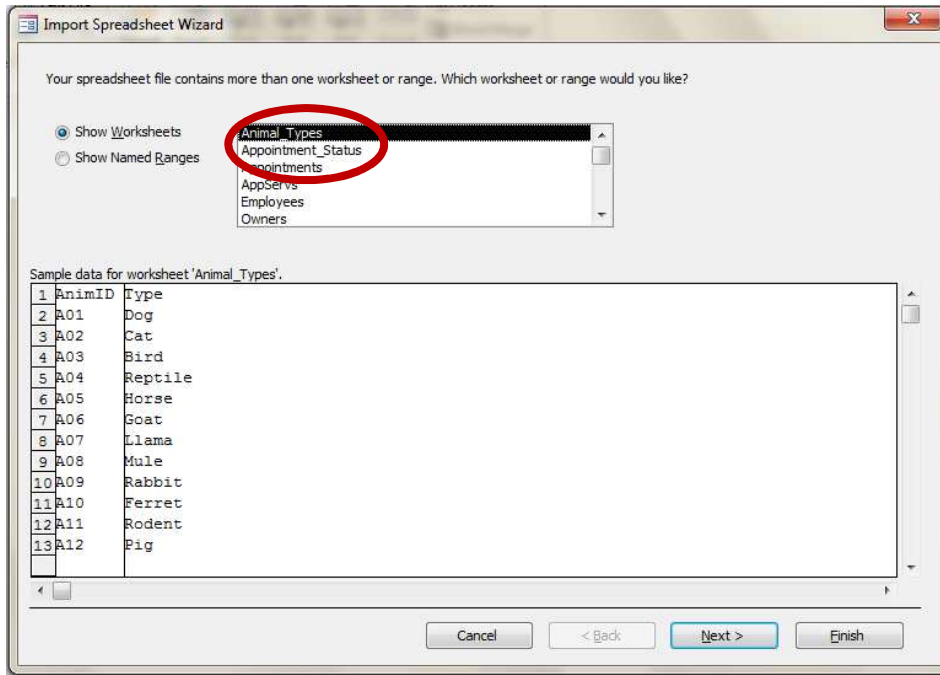
3. Click on the External Data tab above the Ribbon and select Excel.



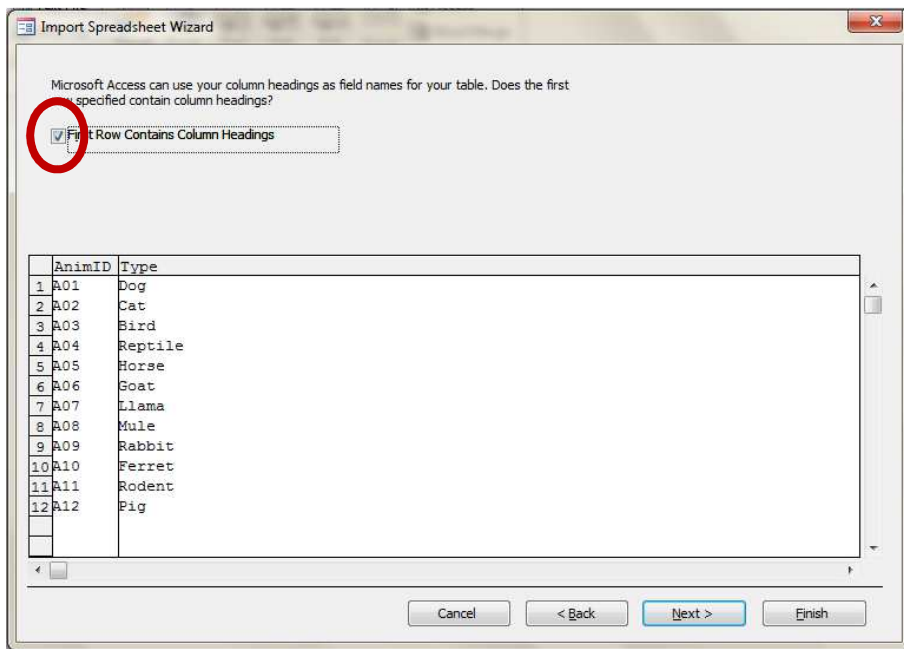
4. Browse to find the Menagerie\_Kennel database on your computer then click 'Ok'.



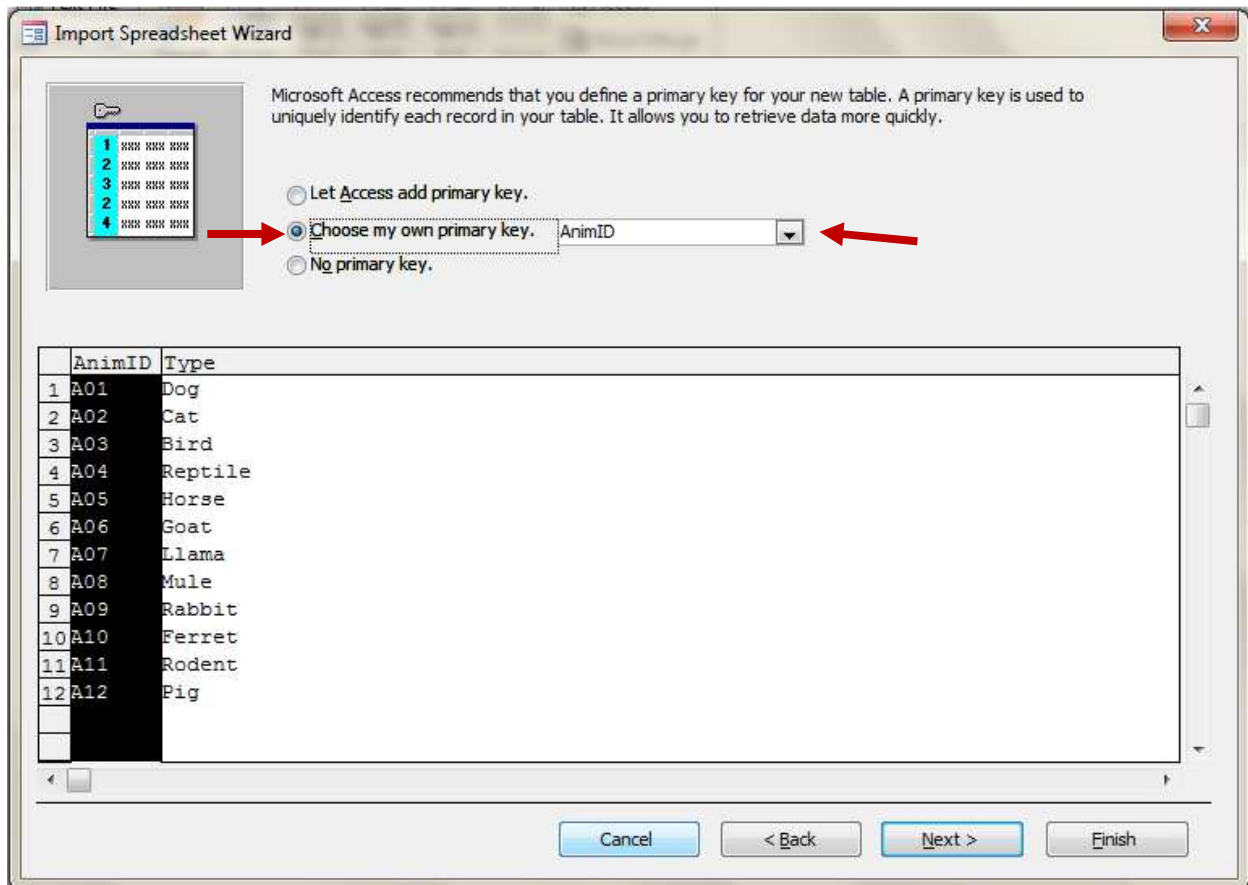
5. Leave the 'Show Worksheets' radio button selected. Choose the worksheet that contains the data you want to import. Data must be imported one table at a time. Since all worksheets will be imported, you will work your way down the list. Leave 'Animal\_Types' selected as the first table to import. Click next.



6. Be sure that the box next to 'First Row Contains Column Headings' is checked. Click next.



7. Make no changes on the Field Options page. Just click next.
8. Select 'Choose my own primary key'. By default, the first field in the table will then show up in the pull down box. Because we structured the Excel worksheets to have the primary key in the first column it will be the first field listed in the pull down box for each worksheet imported. Double check that the correct field is selected in the pull down box and then click next.



9. Under 'Import to Table:', leave the name that is already in the box.
10. Click Finish
11. You do not have to save the import steps, so click Close on the final box of the import wizard.
12. Repeat these steps for the remaining tables.