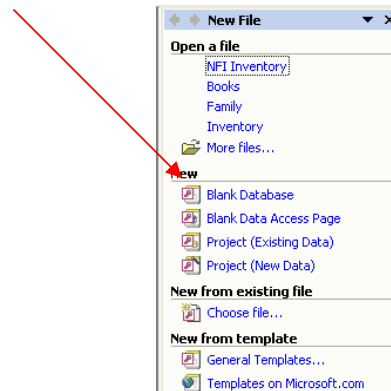


How to Import Into Access

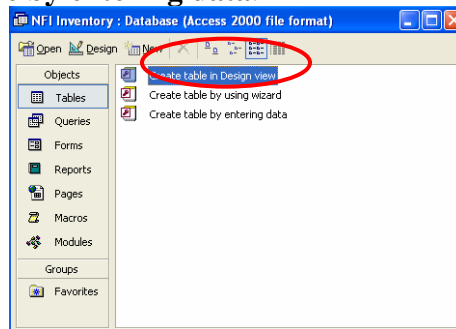
1. Open Access .  (NOTE: For a list in *Word*, type a comma between

“fields” and save as a TEXT FILE.

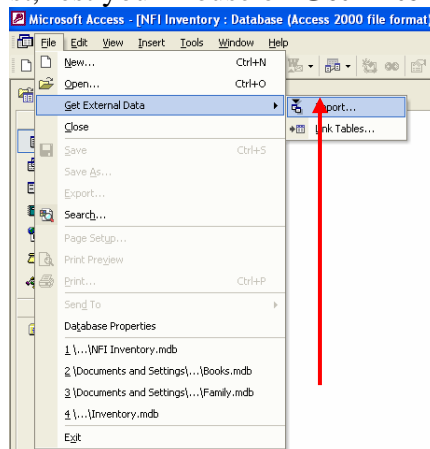
2. Click on **Blank Database** in the Task Pane.



3. Click on **Create table by entering data.**



4. Click on **File** on the Main Menu.
5. From the drop-down list, rest your mouse on **Get External Data.**



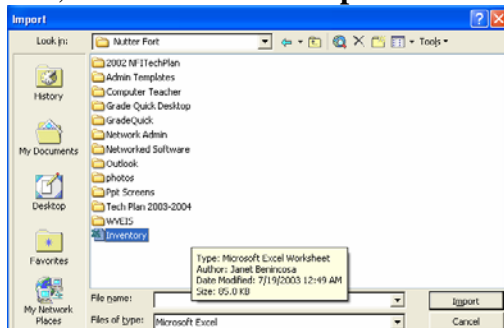
6. From the pop-up list on the right, click on **Import.**

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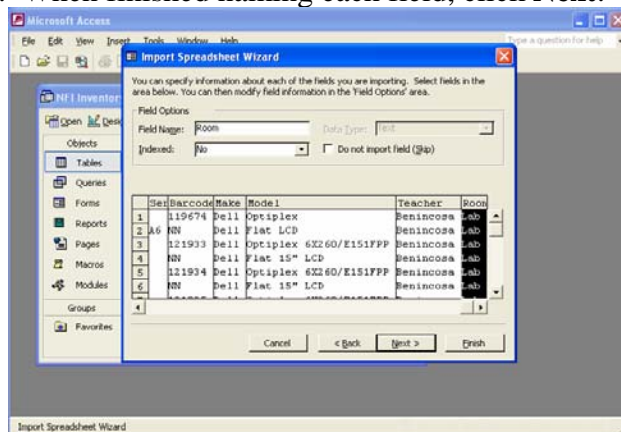
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How to Import Into Access

7. On the dialog box that appears, beside Type of File select the type of file you want to import, beside Look In select where the file you want to import is located, and beside Type of File, and then click on **Import**.



8. Follow the directions on the Wizard that appears by leaving the default, and continue by clicking **Next**.
9. Let Access create the primary key when the message asks.
10. Click in each field and type the name you have chosen for that field at the top of the dialog box. When finished naming each field, click **Next**.



11. On the next screen, type in the name you have selected for your database. (Don't use dates.)
12. Click **Finish**.
13. When the message appears that tells you the Wizard is finished, click **OK**.

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