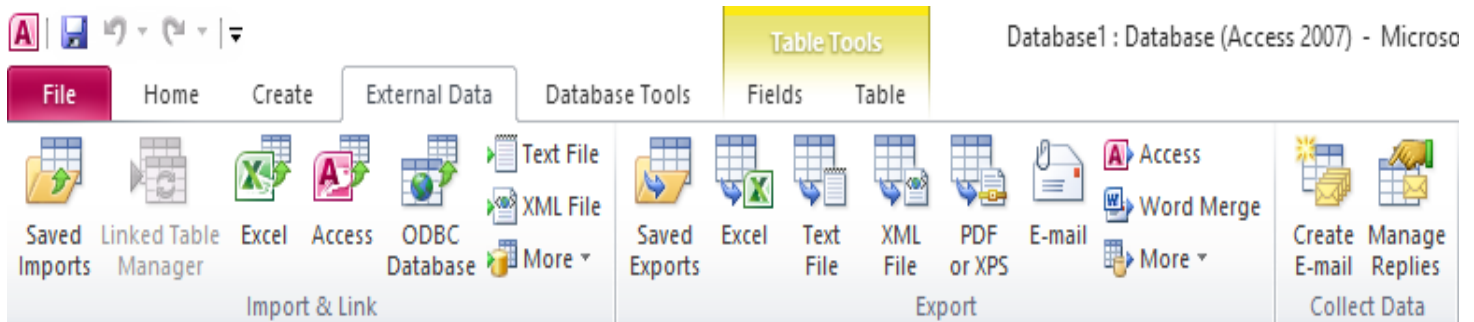


# Lesson – 6

## External Data Toolbar



### Import Data

You can bring the data from an Excel workbook into Access 2010 in many ways. You can copy data from an open worksheet and paste it into an Access datasheet, import a worksheet into a new or existing table, or link to a worksheet from an Access database.

This topic explains in detail how to import or link to Excel data from Access.

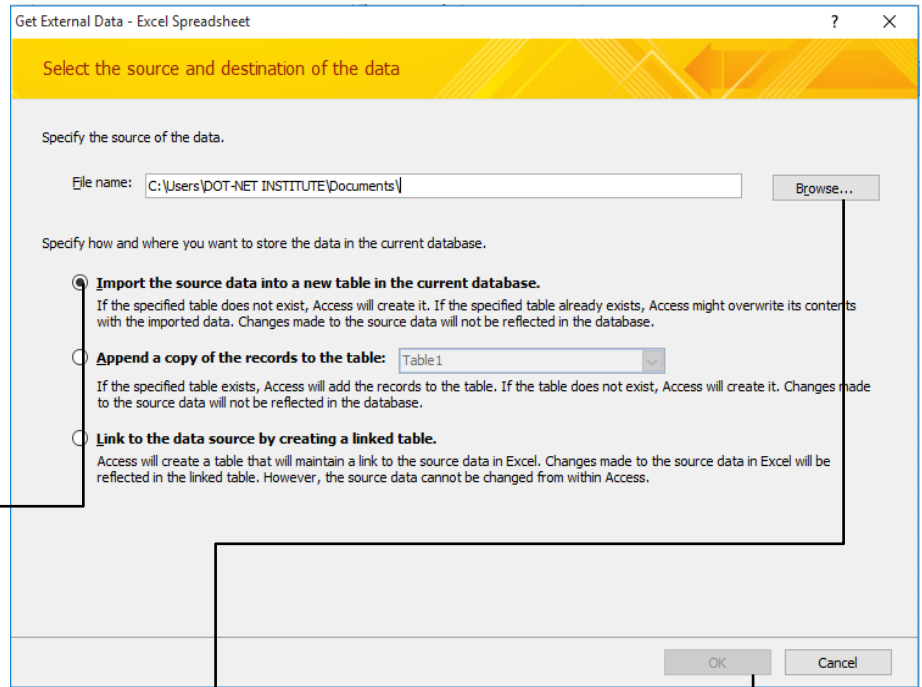
The steps in this section explain how to prepare for and run an import operation, and how to save the import settings as a specification for later reuse. As you proceed, remember that you can import data from only one worksheet at a time. You cannot import all the data from a whole workbook at the same time.

**Click:** on Browse to file location.

**Select File**

**Choose:** 1<sup>st</sup> Option Import the source data into a new table in the current database.

**Click:** OK



1st Option Import

Browse

OK



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