

## 7.04 Import

### Total Points: 25

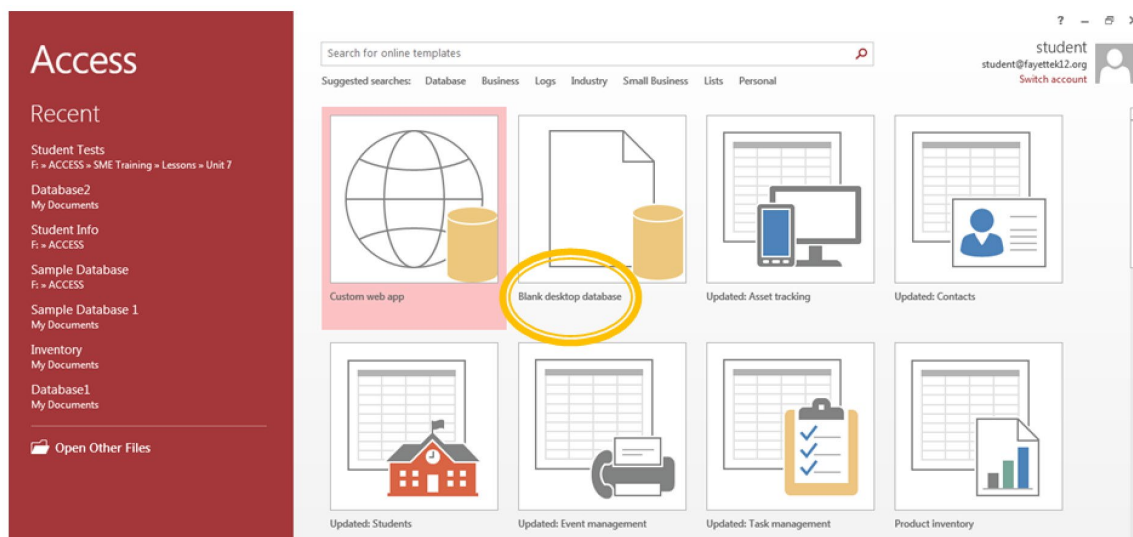
Your first task is to import a spreadsheet into a database table. You will be using the spreadsheet you created in Lesson 5.05.

- The spreadsheet you created in Unit 5, Lesson 5.05 should be titled "Class Tests". You may have named it something different, but you should first identify if you still have that file and that the spreadsheet is correctly set up.
- If you no longer have this file, then go to a spreadsheet program and create a simple spreadsheet of six students and four tests.
  - The spreadsheet headings should be: Student Name, Test 1, Test 2, Test 3, Test 4.
  - Add names for the six students and then add scores for each of the four tests taken by each of the six students. You can make up this information!
  - Name the file "Class Tests" and save it in a location you will remember.

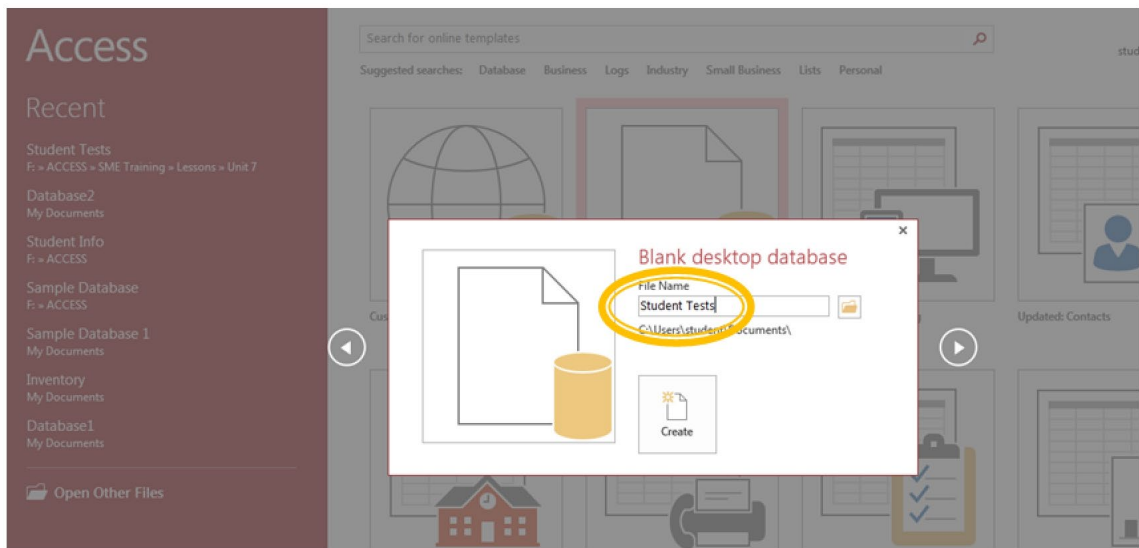
There are two versions of 7.04 Import assignment – one for Microsoft Access and the other for OpenOffice Base; below are instructions for using Microsoft Access to complete this assignment.

### Instructions if you're using Microsoft Access:

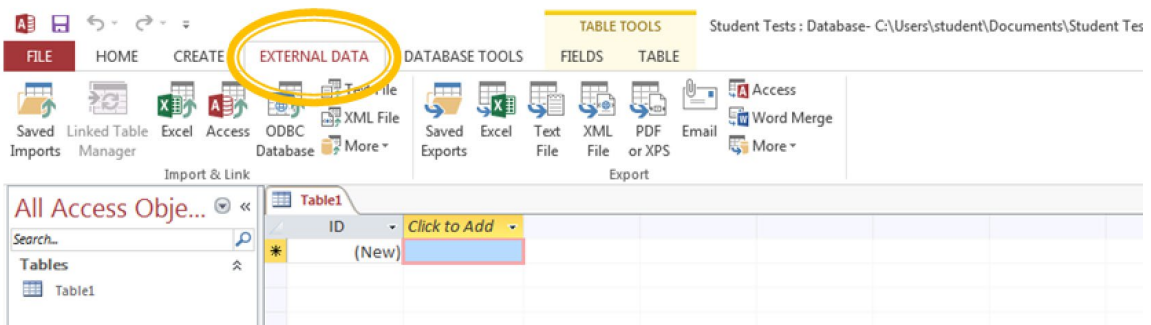
1. Open Microsoft Access.
2. Click on Blank Database.



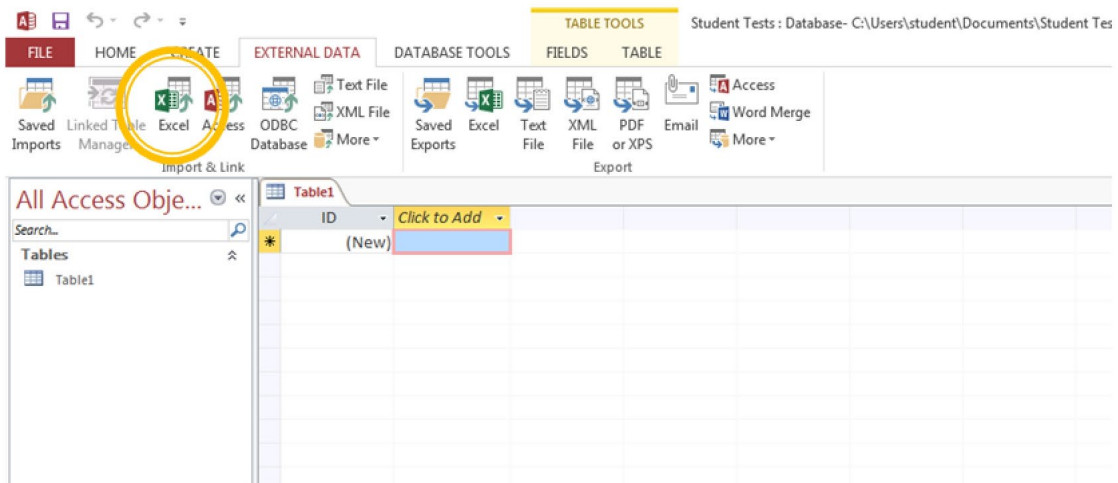
3. Save database as “Student Tests.”



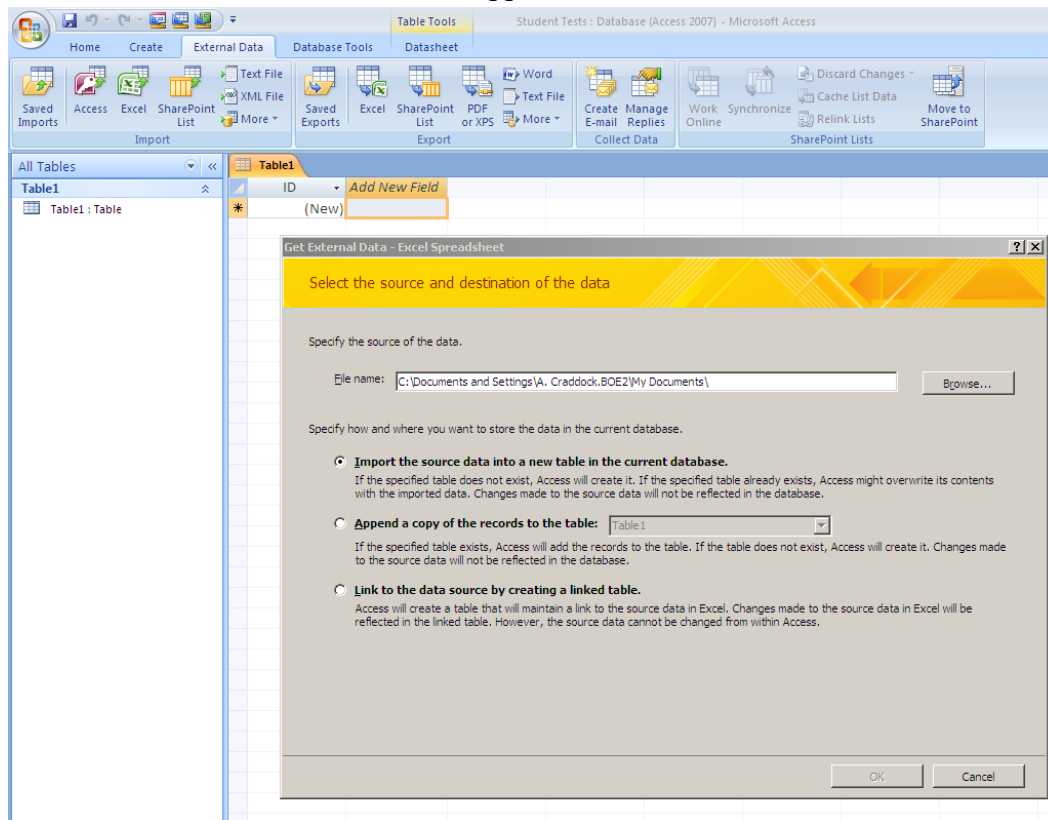
4. Click on the External Data tab.



5. Select the Excel tab in the Import section.



6. A “Get External Data” window will appear.

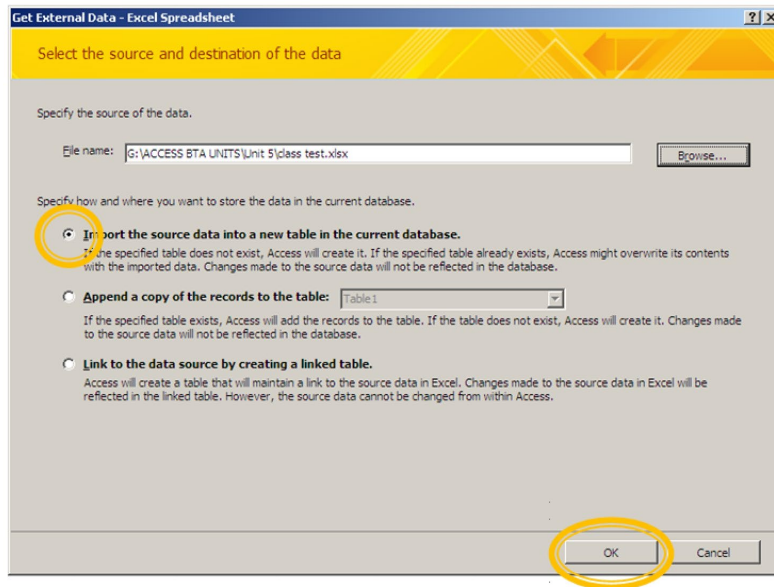


7. Click the “Browse” button so you can find the “Class Tests” spreadsheet file you created in the spreadsheet unit (Unit 5, Lesson 5.05).

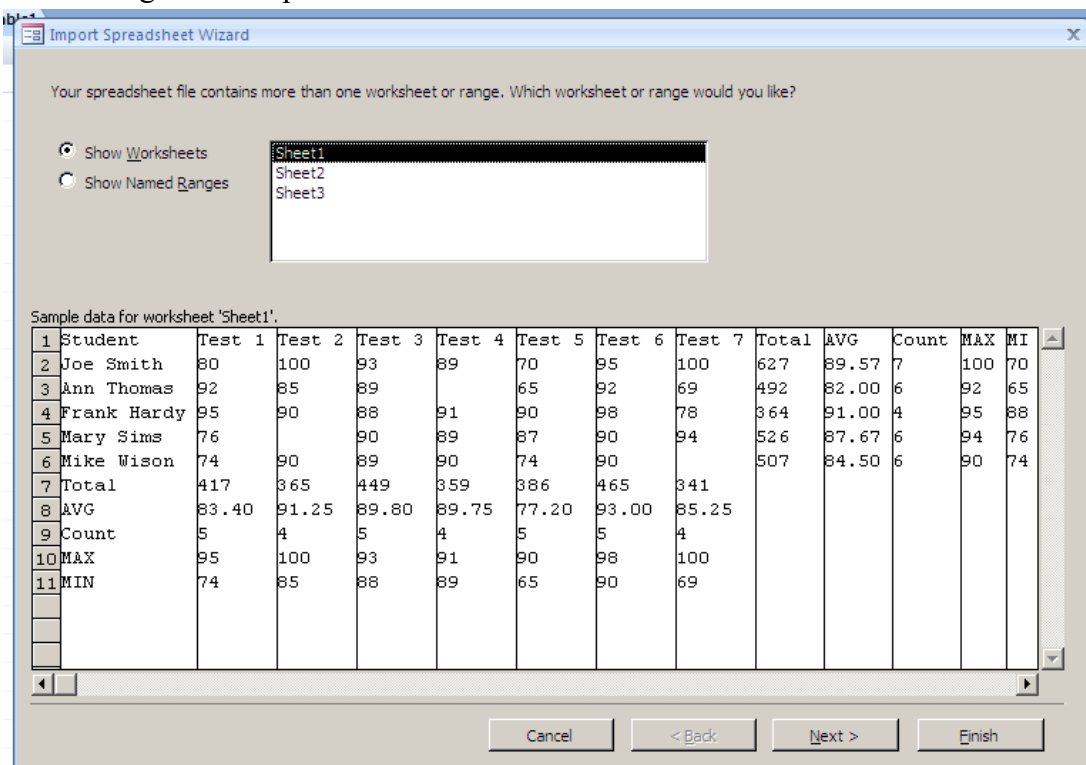
- a. You may have named the file something different, but you should first identify if you still have that file and that the spreadsheet is correctly set up.
- b. If you no longer have this file, then go to a spreadsheet program and create a simple spreadsheet of six students and four tests.
  - i. The spreadsheet headings should be: Student Name, Test 1, Test 2, Test 3, Test 4.
  - ii. Add names for the six students and then add scores for each of the four tests taken by each of the six students. You can make up this information!
  - iii. Name the file “Class Tests” and save it in a location you will remember.

8. Click the Open button.

9. Make sure the first option is selected (this is the default option). Click the Okay button.



10. The spreadsheet data will appear.
- Do not change the default options.
  - Because you only used one worksheet in the spreadsheet, "Sheet 1" should be highlighted.
  - If you click on Sheet 2, nothing will appear because there is no data in Sheet 2.
  - You should not change to Name Range because we did not name any of the ranges in the spreadsheet.



11. Click the Next button

12. Make sure there is a check mark in the box stating “First Row Contains Column Headings”.

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

☒ First Row Contains Column Headings

|    | Student     | Test 1 | Test 2 | Test 3 | Test 4 | Test 5 | Test 6 | Test 7 | Total | AVG   | Count | MAX | MIN |
|----|-------------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|-----|-----|
| 1  | Joe Smith   | 80     | 100    | 93     | 89     | 70     | 95     | 100    | 627   | 89.57 | 7     | 100 | 70  |
| 2  | Ann Thomas  | 92     | 85     | 89     |        | 65     | 92     | 69     | 492   | 82.00 | 6     | 92  | 65  |
| 3  | Frank Hardy | 95     | 90     | 88     | 91     | 90     | 98     | 78     | 364   | 91.00 | 4     | 95  | 88  |
| 4  | Mary Sims   | 76     |        | 90     | 89     | 87     | 90     | 94     | 526   | 87.67 | 6     | 94  | 76  |
| 5  | Mike Wilson | 74     | 90     | 89     | 90     | 74     | 90     |        | 507   | 84.50 | 6     | 90  | 74  |
| 6  | Total       | 417    | 365    | 449    | 359    | 386    | 465    | 341    |       |       |       |     |     |
| 7  | AVG         | 83.40  | 91.25  | 89.80  | 89.75  | 77.20  | 93.00  | 85.25  |       |       |       |     |     |
| 8  | Count       | 5      | 4      | 5      | 4      | 5      | 5      | 4      |       |       |       |     |     |
| 9  | MAX         | 95     | 100    | 93     | 91     | 90     | 98     | 100    |       |       |       |     |     |
| 10 | MIN         | 74     | 85     | 88     | 89     | 65     | 90     | 69     |       |       |       |     |     |

Cancel < Back Next > Finish

13. Click Next

14. Click Next again because the information given is correct. The new field name “Student” is a text field and should not be indexed.

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

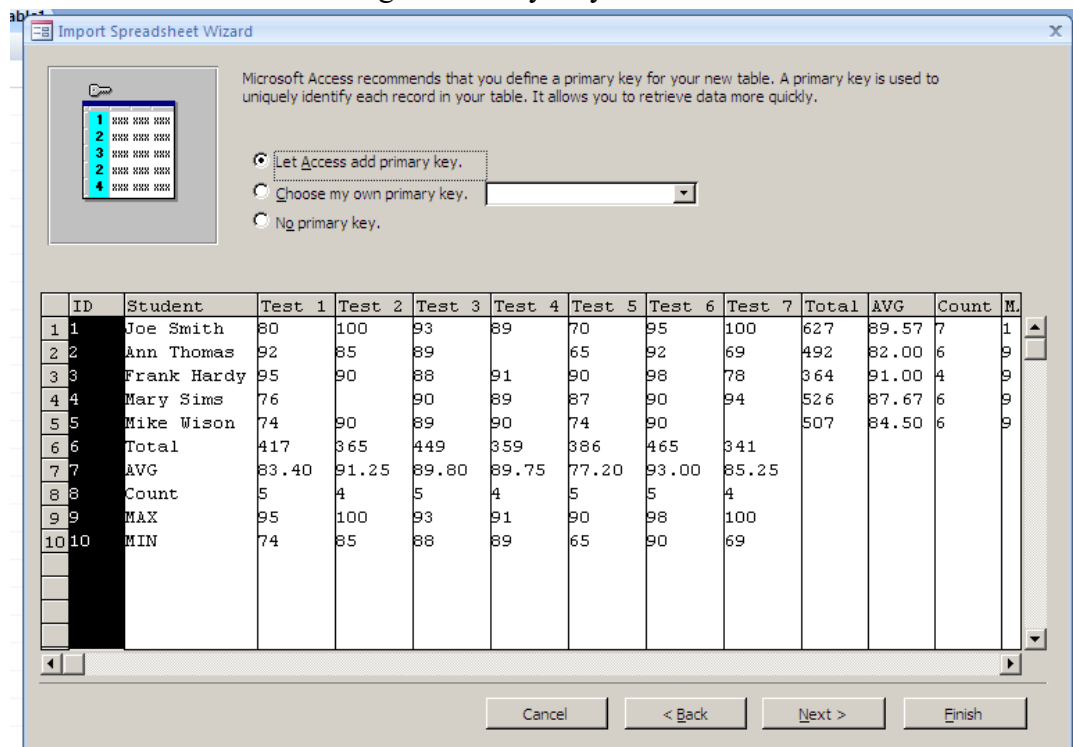
Field Name:  Data Type:

Indexed:  ☐ Do not import field (Skip)

|    | Student     | Test 1 | Test 2 | Test 3 | Test 4 | Test 5 | Test 6 | Test 7 | Total | AVG   | Count | MAX | MIN |
|----|-------------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|-----|-----|
| 1  | Joe Smith   | 80     | 100    | 93     | 89     | 70     | 95     | 100    | 627   | 89.57 | 7     | 100 | 70  |
| 2  | Ann Thomas  | 92     | 85     | 89     |        | 65     | 92     | 69     | 492   | 82.00 | 6     | 92  | 65  |
| 3  | Frank Hardy | 95     | 90     | 88     | 91     | 90     | 98     | 78     | 364   | 91.00 | 4     | 95  | 88  |
| 4  | Mary Sims   | 76     |        | 90     | 89     | 87     | 90     | 94     | 526   | 87.67 | 6     | 94  | 76  |
| 5  | Mike Wilson | 74     | 90     | 89     | 90     | 74     | 90     |        | 507   | 84.50 | 6     | 90  | 74  |
| 6  | Total       | 417    | 365    | 449    | 359    | 386    | 465    | 341    |       |       |       |     |     |
| 7  | AVG         | 83.40  | 91.25  | 89.80  | 89.75  | 77.20  | 93.00  | 85.25  |       |       |       |     |     |
| 8  | Count       | 5      | 4      | 5      | 4      | 5      | 5      | 4      |       |       |       |     |     |
| 9  | MAX         | 95     | 100    | 93     | 91     | 90     | 98     | 100    |       |       |       |     |     |
| 10 | MIN         | 74     | 85     | 88     | 89     | 65     | 90     | 69     |       |       |       |     |     |

Cancel < Back Next > Finish

15. Click Next – Let Access assign a Primary Key.



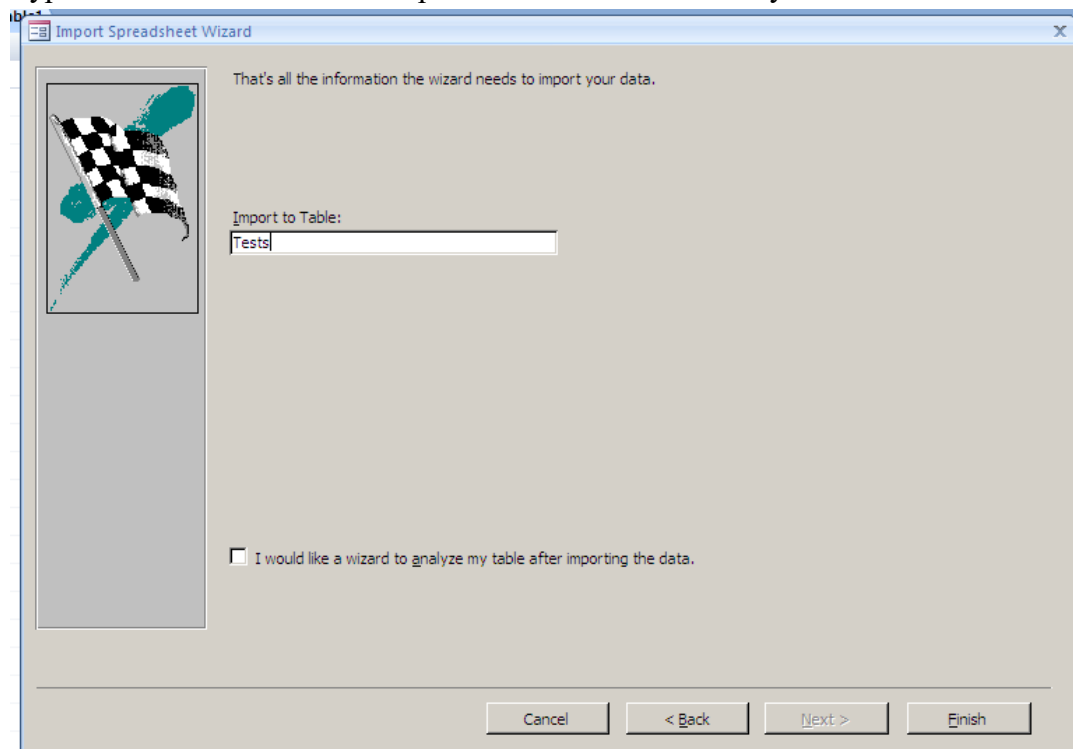
Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

☒ Let Access add primary key.  
☐ Choose my own primary key.   
☐ No primary key.

| ID | Student     | Test 1 | Test 2 | Test 3 | Test 4 | Test 5 | Test 6 | Test 7 | Total | AVG   | Count | M. |
|----|-------------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|----|
| 1  | Joe Smith   | 80     | 100    | 93     | 89     | 70     | 95     | 100    | 627   | 89.57 | 7     | 1  |
| 2  | Ann Thomas  | 92     | 85     | 89     |        | 65     | 92     | 69     | 492   | 82.00 | 6     | 9  |
| 3  | Frank Hardy | 95     | 90     | 88     | 91     | 90     | 98     | 78     | 364   | 91.00 | 4     | 9  |
| 4  | Mary Sims   | 76     |        | 90     | 89     | 87     | 90     | 94     | 526   | 87.67 | 6     | 9  |
| 5  | Mike Wison  | 74     | 90     | 89     | 90     | 74     | 90     |        | 507   | 84.50 | 6     | 9  |
| 6  | Total       | 417    | 365    | 449    | 359    | 386    | 465    | 341    |       |       |       |    |
| 7  | AVG         | 83.40  | 91.25  | 89.80  | 89.75  | 77.20  | 93.00  | 85.25  |       |       |       |    |
| 8  | Count       | 5      | 4      | 5      | 4      | 5      | 5      | 4      |       |       |       |    |
| 9  | MAX         | 95     | 100    | 93     | 91     | 90     | 98     | 100    |       |       |       |    |
| 10 | MIN         | 74     | 85     | 88     | 89     | 65     | 90     | 69     |       |       |       |    |

Buttons: Cancel, < Back, Next >, Finish

16. Type “Tests” in the box for “Import to Table:” This names your database table.



That's all the information the wizard needs to import your data.

Import to Table:

☐ I would like a wizard to analyze my table after importing the data.

Buttons: Cancel, < Back, Next >, Finish

17. Click Finish.

18. The Tests table is now available for you to view.

19. Double-click on the Tests table to open and see your data.

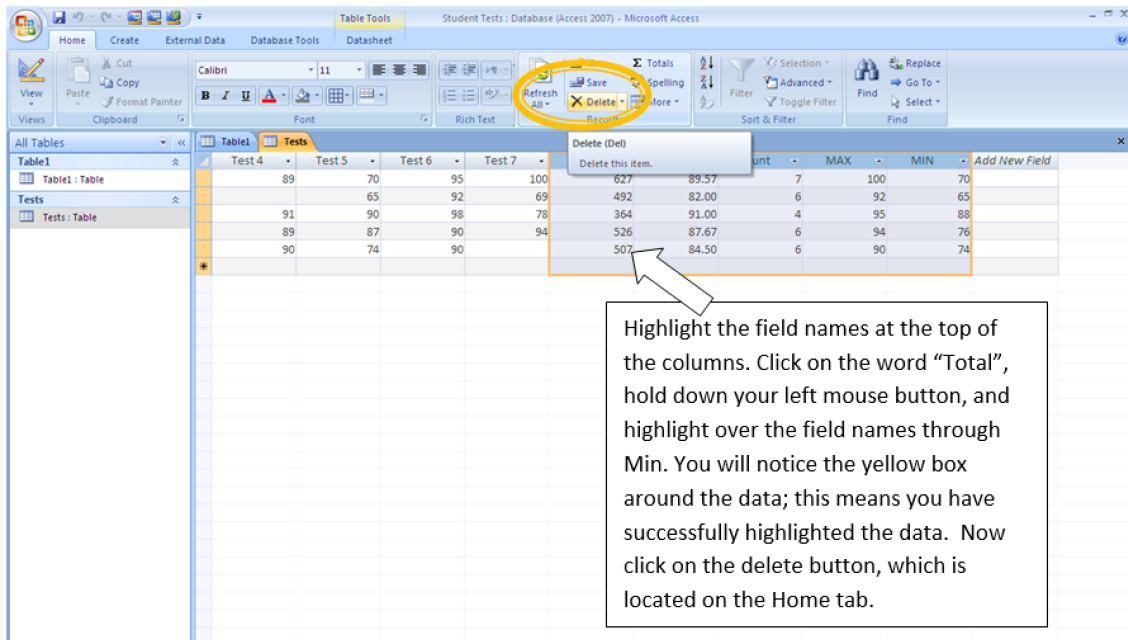
20. Analyze the records.

21. Do you think you need to keep the records that have Total, Average, Count, Max, and Min? No you don't.

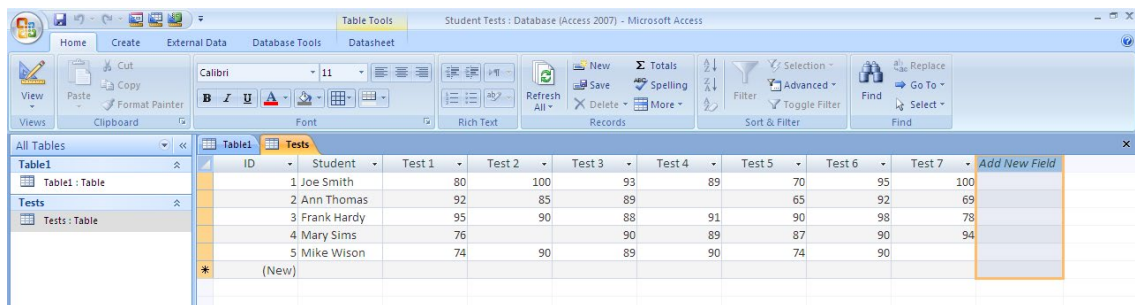
22. Delete those rows in of records and the columns for field names.

Highlight the rows of records that contain total, avg, count, max, min. Click on the boxes beside the rows that contain this information. Hold down your left mouse button as you select the appropriate rows and it will highlight the records from Total through Min. You will notice the yellow box around the data; this means you have successfully highlighted the data. Now click on the delete button, which is located on the Home tab.

| ID | Student     | Test 1 | Test 2 | Test 3 | Test 4 | Test 5 | Test 6 | Test 7 | Total | AVG  |
|----|-------------|--------|--------|--------|--------|--------|--------|--------|-------|------|
| 1  | Joe Smith   | 80     | 100    | 93     | 89     | 70     | 95     | 100    | 627   | 89.5 |
| 2  | Ann Thomas  | 92     | 85     | 89     | 65     | 92     | 92     | 69     | 492   | 82.0 |
| 3  | Frank Hardy | 95     | 90     | 88     | 91     | 90     | 98     | 78     | 364   | 91.0 |
| 4  | Mary Sims   | 76     | 90     | 89     | 87     | 90     | 90     | 94     | 526   | 87.6 |
| 5  | Mike Wilson | 74     | 90     | 89     | 90     | 74     | 90     |        | 507   | 84.5 |
| 6  | Total       | 417    | 365    | 449    | 359    | 386    | 465    | 341    |       |      |
| 7  | AVG         | 83.4   | 91.25  | 89.8   | 89.75  | 77.2   | 93     | 85.25  |       |      |
| 8  | Count       | 5      | 4      | 5      | 4      | 5      | 5      | 4      |       |      |
| 9  | MAX         | 95     | 100    | 93     | 91     | 90     | 98     | 100    |       |      |
| 10 | MIN         | 74     | 85     | 88     | 89     | 65     | 90     | 69     |       |      |



23. This is how it should look now.



24. Add the following records

| <b>Sam Jackson</b> | <b>Drew Smith</b> | <b>Kelsi Laye</b> | <b>Mike Dillard</b> |
|--------------------|-------------------|-------------------|---------------------|
| Test 1 = 98        | Test 1 = 68       | Test 1 = 88       | Test 1 = 58         |
| Test 2 = 100       | Test 2 = 70       | Test 2 = 92       | Test 2 = 88         |
| Test 3 = 96        | Test 3 = 76       | Test 3 = 96       | Test 3 = 78         |
| Test 4 = 100       | Test 4 = 80       | Test 4 = 100      | Test 4 = 89         |
| Test 5 = 100       | Test 5 = 83       | Test 5 = 84       | Test 5 = 90         |
| Test 6 = 100       | Test 6 = 74       | Test 6 = 89       | Test 6 = 74         |
| Test 7 = 96        | Test 7 = 60       | Test 7 = 90       | Test 7 = 96         |

25. Save your work and exit the software.