

From Access to Excel and Back Quick Steps

Excel Worksheet to Access Table

1. Open a data base
2. Select “Insert”, “Table”
3. Select “Import Table”
4. Define location (look in)
5. Define file type (Excel)
6. Select “Import” and follow wizard steps

Access Table or Query to Excel

1. Select “File”
2. Select “Export”
3. Define location (Save in), file type (MS Excel 97-2000) & file name
4. Select “Save”