

Lab # 06:

Lab Title:

“Importing and exporting data from Access, Make-Table and Union Queries”

Lab Objectives:

- How to import dataset from another source excel into access
- Exporting data table in pdf format
- Applying make-table union queries

Introduction:

Importing and exporting data in Access is like moving information in and out of a big filing cabinet. It's about taking stuff from other places and putting it into Access or taking things from Access and using them somewhere else.

Make-Table and Union Queries are like making new lists or combining different lists in Access. Make-Table lets you create a new list with specific information from existing ones, while Union Queries help mix details from different lists into one.

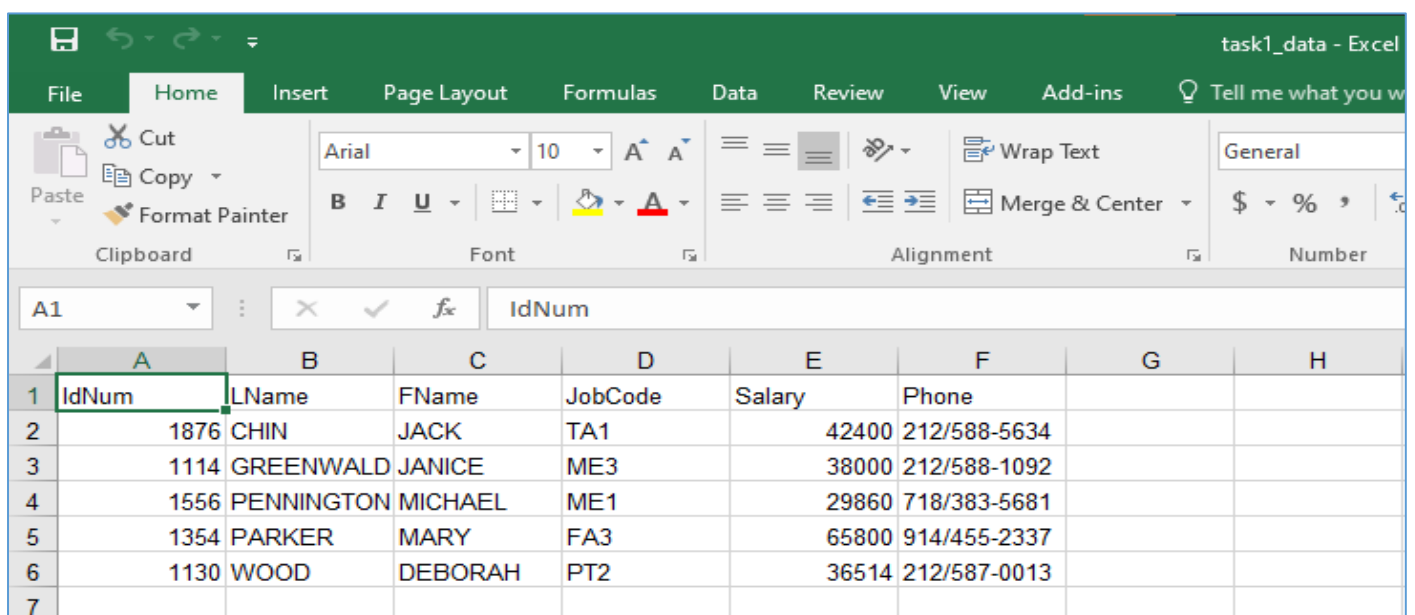
Together, these tools in Access help organize information better, making it easier to work with and find what you need.

Tasks:

Task#01:

Importing data from excel, exporting data in pdf file

Excel Sheet:



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	IdNum	LName	FName	JobCode	Salary	Phone		
2	1876	CHIN	JACK	TA1	42400	212/588-5634		
3	1114	GREENWALD	JANICE	ME3	38000	212/588-1092		
4	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681		
5	1354	PARKER	MARY	FA3	65800	914/455-2337		
6	1130	WOOD	DEBORAH	PT2	36514	212/587-0013		
7								

Importing data from Excel:

The following steps are followed

task1 : Database- D:\5th Semester

File Home Create External Data Database Tools Fields Table Tell me what you want to do...

Import & Link Export

Import & Link: Saved Imports, Linked Table Manager, Excel, Access, ODBC Database, Text File, XML File, More...

Export: Saved Exports, Excel, Text File, XML File, PDF or XPS, Email, Access, Word Merge, More...

Select the source and destination of the data

Specify the source of the definition of the objects.

File name: D:\5th Semester\Data Base\LAB Data\lab6\

Browse...

Specify how and where you want to store the data in the current database.

☒ **Import the source data into a new table in the current database.**

If the specified table does not exist, Access will create it. If the specified table already exists, Access might overwrite its contents with the imported data. Changes made to the source data will not be reflected in the database.

☐ **Append a copy of the records to the table:** task1_data

If the specified table exists, Access will add the records to the table. If the table does not exist, Access will create it. Changes made to the source data will not be reflected in the database.

☐ **Link to the data source by creating a linked table.**

Access will create a table that will maintain a link to the source data in Excel. Changes made to the source data in Excel will be reflected in the linked table. However, the source data cannot be changed from within Access.

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

	IdNum	LName	FName	JobCode	Salary	Phone
1	1876	CHIN	JACK	TA1	42400	212/588-5634
2	1114	GREENWALD	JANICE	ME3	38000	212/588-1092
3	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
4	1354	PARKER	MARY	FA3	65800	914/455-2337
5	1130	WOOD	DEBORAH	PT2	36514	212/587-0013

Cancel

< Back

Next >

Finish

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: IdNum

Data Type: Double

Indexed: Yes (Duplicates OK)

☐ Do not import field (Skip)

	IdNum	LName	FName	JobCode	Salary	Phone
1	1876	CHIN	JACK	TA1	42400	212/588-5634
2	1114	GREENWALD	JANICE	ME3	38000	212/588-1092
3	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
4	1354	PARKER	MARY	FA3	65800	914/455-2337
5	1130	WOOD	DEBORAH	PT2	36514	212/587-0013

Import Spreadsheet Wizard



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

☐ Let Access add primary key.

☒ Choose my own primary key. IdNum

☐ No primary key.

	IdNum	LName	FName	JobCode	Salary	Phone
1	1876	CHIN	JACK	TA1	42400	212/588-5634
2	1114	GREENWALD	JANICE	ME3	38000	212/588-1092
3	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
4	1354	PARKER	MARY	FA3	65800	914/455-2337
5	1130	WOOD	DEBORAH	PT2	36514	212/587-0013



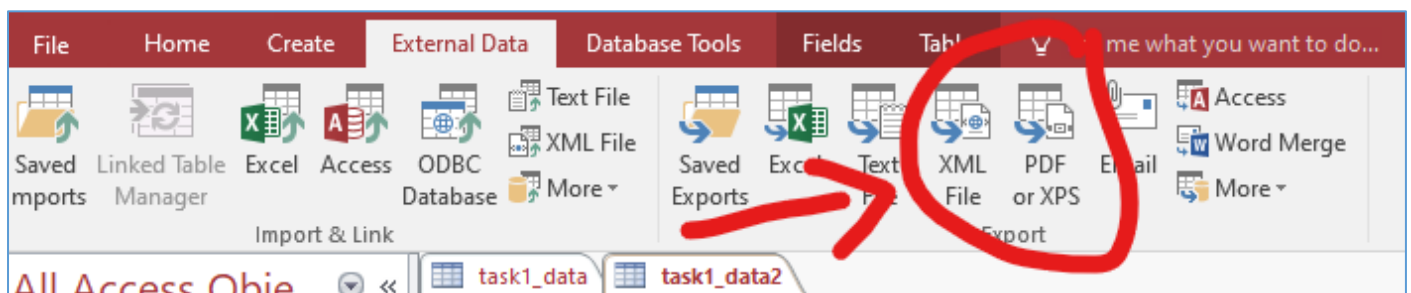
That's all the information the wizard needs to import your data.

Import to Table:

task1_data2

	IdNum	LName	FName	JobCode	Salary	Phone
	1114	GREENWALD	JANICE	ME3	38000	212/588-1092
	1130	WOOD	DEBORAH	PT2	36514	212/587-0013
	1354	PARKER	MARY	FA3	65800	914/455-2337
	1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
	1876	CHIN	JACK	TA1	42400	212/588-5634
*						

Exporting the data to PDF format:



task1_data2

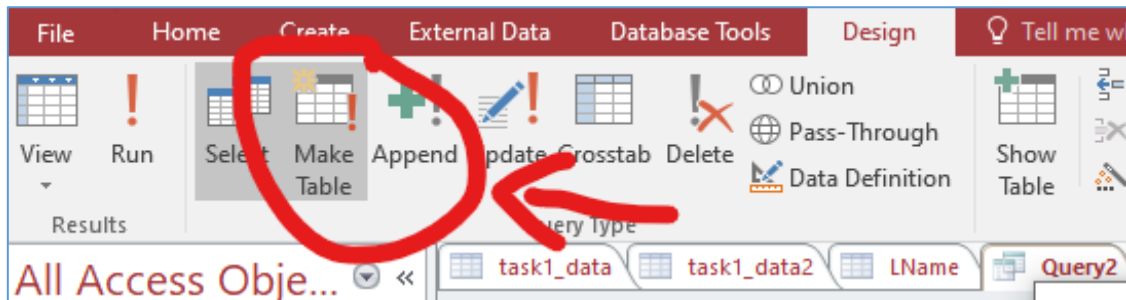
11/22/2023

IdNum	LName	FName	JobCode	Salary	Phone
1114	GREENWALD	JANICE	ME3	38000	212/588-1092
1130	WOOD	DEBORAH	PT2	36514	212/587-0013
1354	PARKER	MARY	FA3	65800	914/455-2337
1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
1876	CHIN	JACK	TA1	42400	212/588-5634

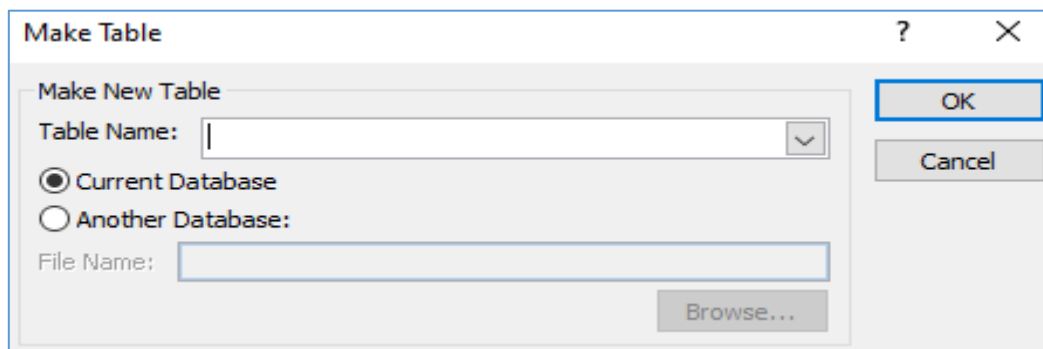
Task#02:

Making tables and union of tables.

Select the make table option to create a new table based on the requirements



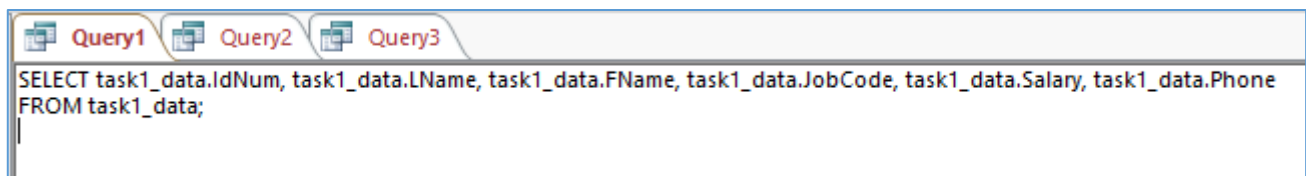
Give the table name of your choice and press ok



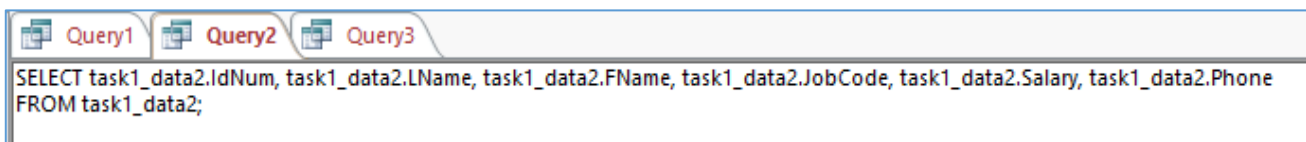
After this select the field that you want to include in your new table , or perform any operation etc

Now in this task what we did is that we have created separate tables for each field now with the help of union functionality we will create a new table named as “Profile”

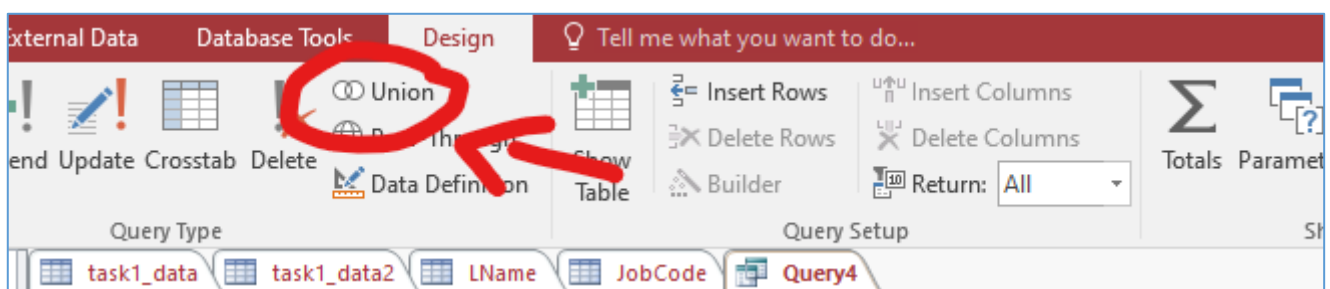
Query1:



Query2:



After these queries select union



Now the following code to be written in Query 3 for union of 2 tables

```

Query1 Query2 Query3
SELECT task1_data.IdNum, task1_data.LName, task1_data.FName, task1_data.JobCode, task1_data.Salary, task1_data.Phone
FROM task1_data;

UNION

SELECT task1_data2.IdNum, task1_data2.LName, task1_data2.FName, task1_data2.JobCode, task1_data2.Salary, task1_data2.Phone
FROM task1_data2

ORDER BY [IdNum], [LName], [FName],[JobCode], [Salary], [Phone];

```

Output:

IdNum	LName	FName	JobCode	Salary	Phone
1114	GREENWALD	JANICE	ME3	38000	212/588-1092
1122	CHIN	CHEN	TA3	42400	212/688-5634
1130	WOOD	DEBORAH	PT2	36514	212/587-0013
1354	PARKER	MARY	FA3	65800	914/455-2337
1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
1876	CHIN	JACK	TA1	42400	212/588-5634
3344	JASMINE	ARYA	ME4	38000	212/588-1092
3388	STOKES	BEN	MJ1	29860	718/383-5691
5566	WOAKES	CHRIS	JJ8	36514	212/597-0013
8899	JENNY	ANNA	KJ9	65800	934/455-2337

2 separate tables of query1 and query2 are as follows:

IdNum	LName	FName	JobCode	Salary	Phone
1122	CHIN	CHEN	TA3	42400	212/688-5634
3344	JASMINE	ARYA	ME4	38000	212/588-1092
3388	STOKES	BEN	MJ1	29860	718/383-5691
5566	WOAKES	CHRIS	JJ8	36514	212/597-0013
8899	JENNY	ANNA	KJ9	65800	934/455-2337

IdNum	LName	FName	JobCode	Salary	Phone
1114	GREENWALD	JANICE	ME3	38000	212/588-1092
1130	WOOD	DEBORAH	PT2	36514	212/587-0013
1354	PARKER	MARY	FA3	65800	914/455-2337
1556	PENNINGTON	MICHAEL	ME1	29860	718/383-5681
1876	CHIN	JACK	TA1	42400	212/588-5634