**Database Import and Formatting**

**Formatting and entering data in Excel**

First you want to open excel up and create three headers like shown below:



Student\_ID is the student’s ID Number

Last\_Name is the student’s last name

First\_Name is the student’s first name

Tardy\_Num is the amount of tardys that student has

Table

Description automatically generatedNext you want to fill each row with the appropriate information for each student in the appropriate column like shown below:

For the Tardy\_Num column you can either keep each row for it blank or put zeros in it doesn’t matter

After you have done this save this file somewhere on the computer that you will remember where it is and name it something you’ll remember cause we will need it later.

**Importing the data from Excel into access database**

After you have entered all the student’s data in to the excel sheet, you’ll want to export the sheet to access to turn it into a database for the program to be able to use.

To do this you want to open access up and click Blank database to create a new database.

Graphical user interface, text, application

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Once the pop up comes up click the little folder off to the side to choose where it gets saved.

A picture containing graphical user interface

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Next navigate to the folder Student\_Login is and go into it and then go into the folder Student Database.

Graphical user interface, text, application

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Now change the name of the file to Student\_Data and then hit ok.

Graphical user interface, text, application

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Then hit the create button to create the database.

2

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Now we have created the database file for the program so we will now move into the last step which is importing the data into a table in the database file.

First close the current table on the screen by clicking the x next to the table.

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Now navigate to the tab External Data pictured below:

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Now click New Data Source then navigate to from file and then click Excel.

3

Graphical user interface, application, Word

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Now click the browse button and navigate to where the excel sheet is select it and then click open. Make sure that the first option of the two bullet points is selected.

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Graphical user interface, text, application

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Now click ok.

Next click the check box next to where it says First Row Contains Column Headings. This will make so the first row in the excel sheet is the headers for the columns in the table. Then hit next.

Graphical user interface, table

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On the next screen the only thing we are going to change is the Indexed option from Yes(Duplicates OK) to Yes(no Duplicates). Then hit next.

Graphical user interface, text

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Next choose the option that says Choose my own primary key and make sure in the box next to it says Student\_ID. Then hit next.

Graphical user interface

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Finally make sure the box below Import to Table is Student\_Info. If not change it to that otherwise hit Finish. On the next pop just hit close.

Graphical user interface, text, application

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And now you should have a table in access with all the data we entered in excel. That’s it.