

Linking an Access Table to Excel

1. Open the Badminton database you used in Access Exercise Introduction 3.
2. Export the Members table so the information will be carried through to Excel.
3. Name it MembersExcelTable.
4. Now link the Members table to the MembersExcelTable Excel file. Keep as Show Worksheets. Make sure First Row Contains Column Headings is selected and call it MembersLinkToExcel and Finish.
5. Open the MembersLinkToExcel table in Access and add the following record:

Membership No	Surname	Firstname	Male	Joining Date	Age
17	Richmond	Stephen	Yes	12/4/05	23

6. Close the table and open Excel and retrieve the MembersExcelTable spreadsheet. You should find that the new record has been included in the PivotTable. Now enter the following new record in the spreadsheet:

Membership No	Surname	Firstname	Male	Joining Date	Age
18	Scott	Sharon	No	13/5/05	31

7. Close Excel and save changes.
8. In Access open the MembersLinkToExcel table and you should find that the new record has been added.