

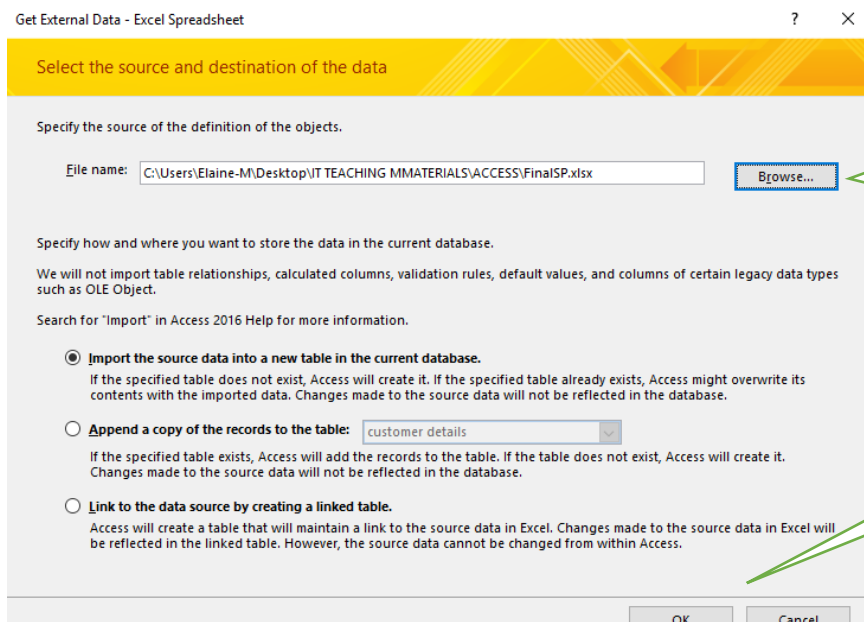
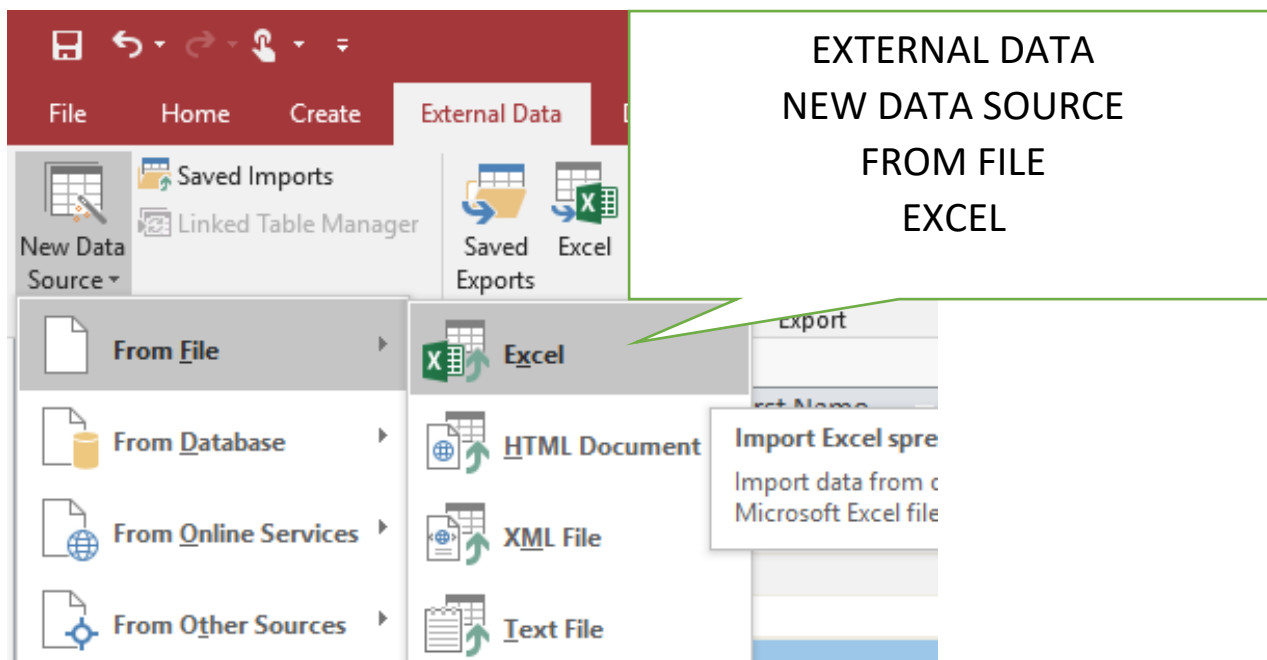
Import Spreadsheet Data into ACCESS

	A	B	C
1	INFORMATION	OPTION 1	OPTION 2
2	Flight	£656.40	£153.87
3	Hotel for 4 nights	£1,375.00	£184.00
4	Insurance	£25.00	£25.00
5	Transfers to Hotel	£35.00	£35.00
6	Transfers to Airport	£19.50	£19.50
7			

Open your EXCEL Spreadsheet – Copy a section of your Final Spreadsheet and paste into a new worksheet

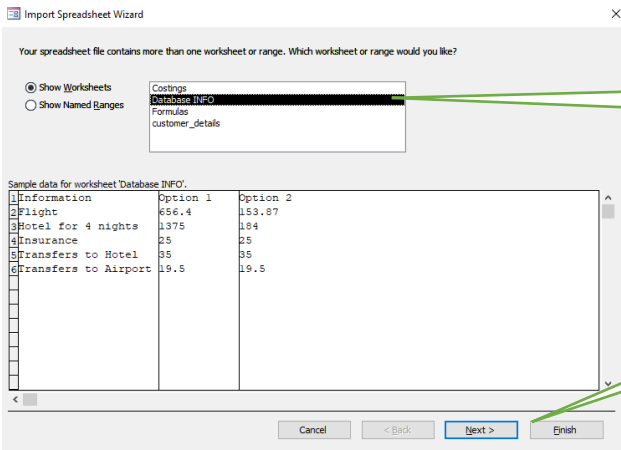
PREPARE DATA - Row 1 will need to read – Name the worksheet **DATABASE INFO**

Save & Close spreadsheet



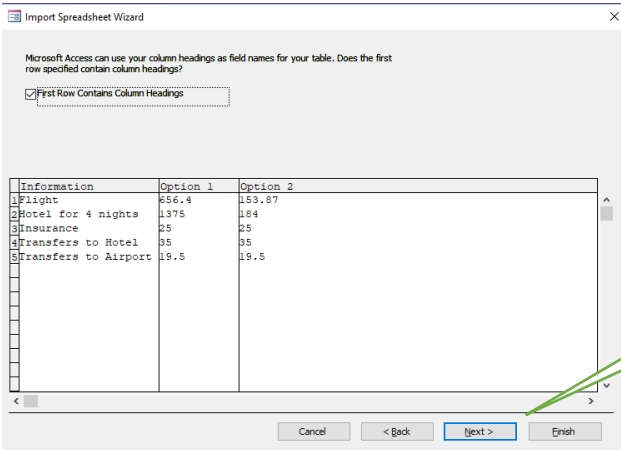
Browse to find the spreadsheet you want to import

CLICK OK

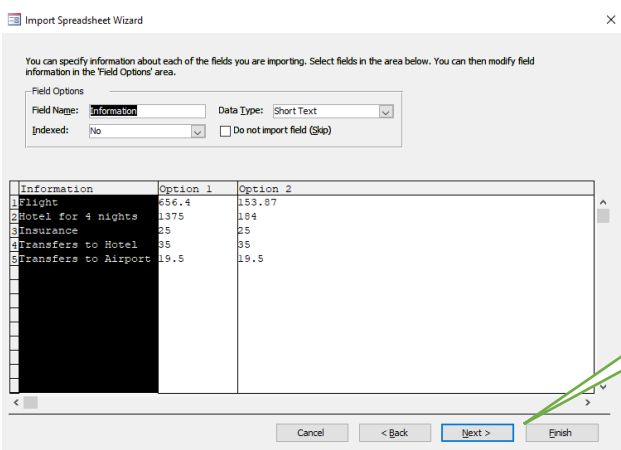


Choose DATABASE INFO worksheets

Click NEXT

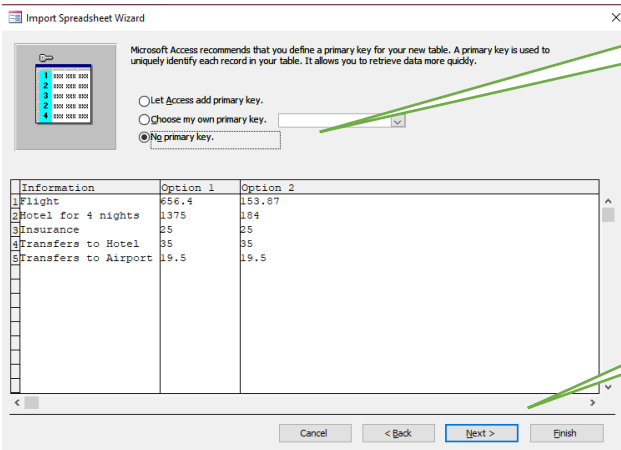


Click NEXT

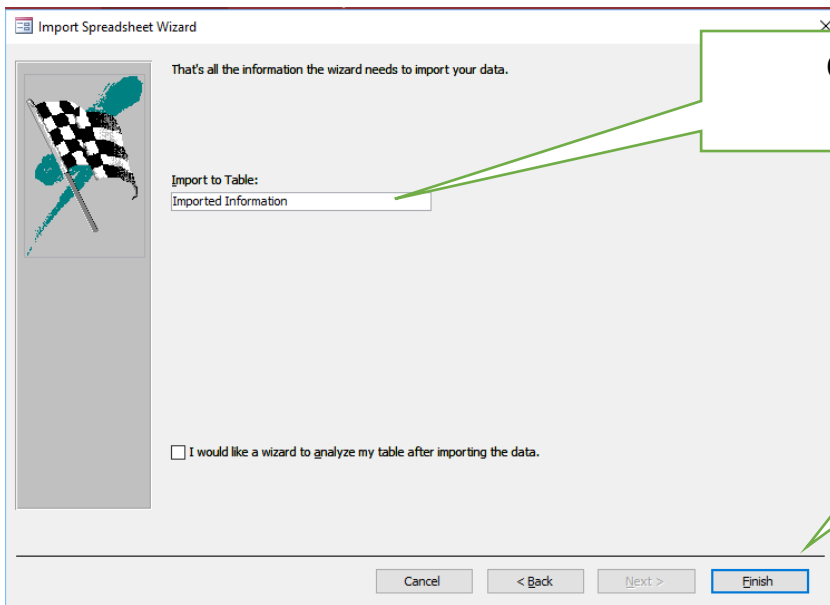


Click NEXT

NO PRIMARY KEY

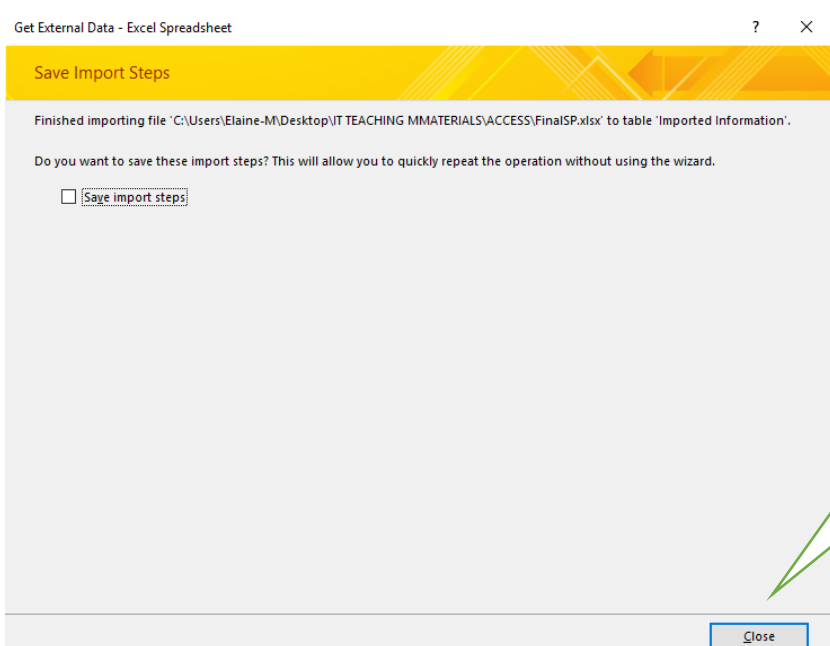


Click NEXT

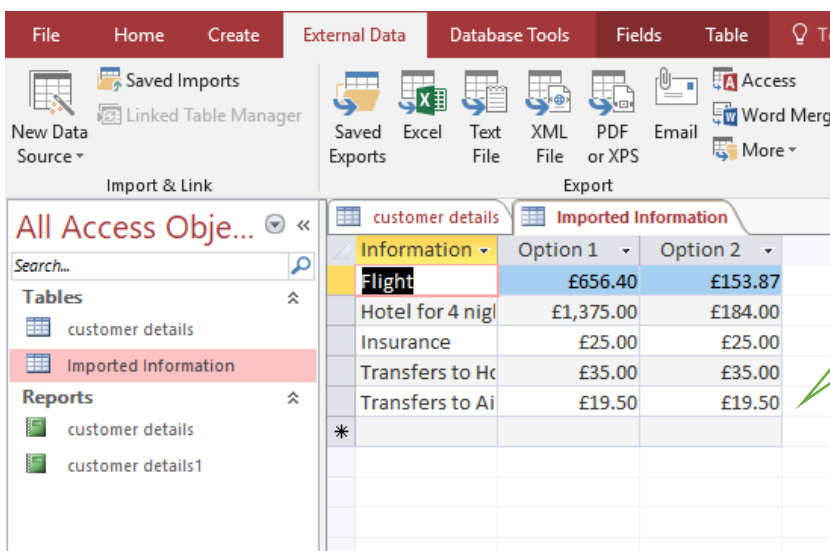


Call the table IMPORTED INFORMATION

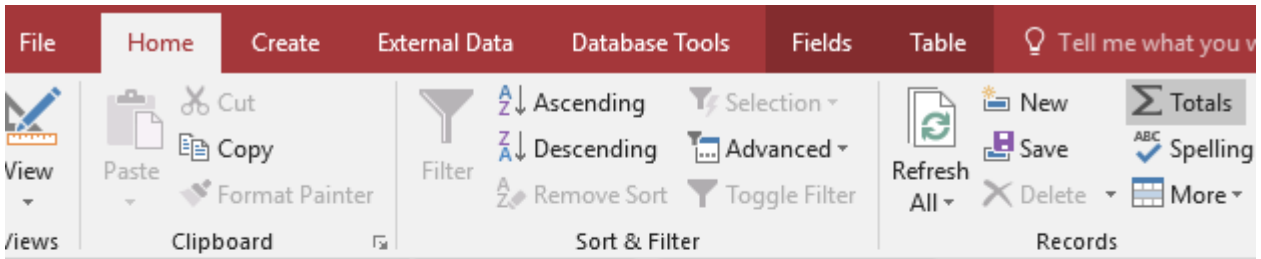
Click FINISH



Click CLOSE



Calculate the TOTAL of OPTION 1 and OPTION 2



All Access Objects

Search

Tables

- customer details
- Imported Information**

Reports

- customer details
- customer details1

Information	Option 1	Option 2
Flight	£656.40	£153.87
Hotel for 4 nights	£1,375.00	£184.00
Insurance	£25.00	£25.00
Transfers to Hotel	£35.00	£35.00
Transfers to Airport	£19.50	£19.50
*		
Total	£2,110.90	£417.37

This is what your Imported Information Table should look like