

Spreadsheets Exercise

Topic: Importing Data

Linking data from another source and embedding data as an object from another source.

1. Locate a place for saving your exercise files, creating a folder named: ImportingData
2. Within a new Excel Workbook, commencing at cell A1, import all data from the table named agents from within the Microsoft Access database named global_join
3. Save the Excel Workbook to the folder named ImportingData as: **1global_join**
4. Close all files
5. Create a new blank Excel Workbook, in cell A1 type: Accounts Department
6. Commencing at cell A3, import data from the text file named AccountsDept
7. Format as appropriate, noting dates and the salary should be local currency 2 decimal places
8. Save the Excel Workbook to the folder named ImportingData as: **2Accounts**
9. Close all files
10. Create a new blank Excel Workbook, in cell A1 type: Employees
11. In cell A2, type: Expenses
12. Commencing at cell A5, import the table from the Word document named Employees_table
13. Save the Excel Workbook to the folder named ImportingData as: **3Employees**
14. Close all files
15. Open the Microsoft Excel file named: asiaonly
16. Import the data for continent Asia and no other continent from the database named: world. Use the query within the database and import all fields / records used within the query.
17. Save the Excel Workbook to the folder named ImportingData as: **4India**
18. Close all files
19. Try some more yourself – make up some files and try importing data, formatting as appropriate with relevant data types