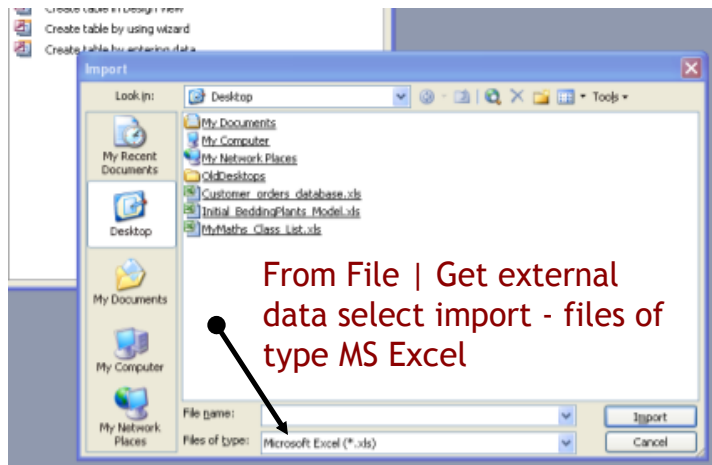


Select MS Access and start a new, blank database:



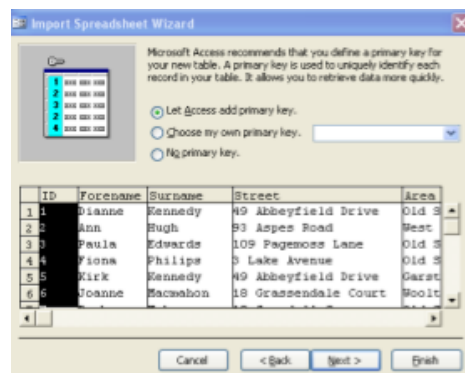
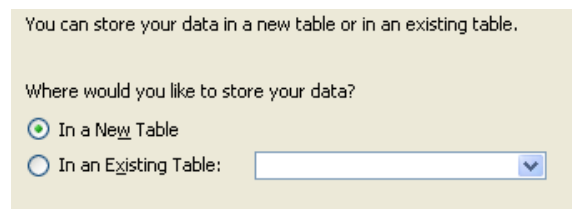
This assumes you saved the Excel file to your Z drive first.





Click next

Select "In a new table"



Select "Let access add primary key"

First Row Contains Column Headings

Make sure this box is checked.

Import to Table:  
MyTunes

Change the table name to **MyTunes**.

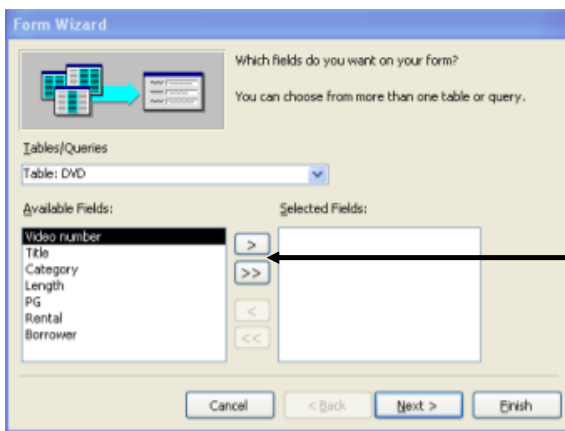
When you double-click the new MyTunes table, you see something like this:

ID	Forename	Surname	Street	Area	Postcode	Telephone No	Pansy
1	Dianne	Kennedy	49 Abbeyfield C	Old Swan	L13 7FR	(0151)547-1812	1
2	Ann	Hugh	93 Aspes Road	West Derby	L12 6FG	(0151)724-9880	3
3	Paula	Edwards	109 Pagemoss	Old Swan	L13 4ED	(0151)228-3142	5
4	Fiona	Philips	3 Lake Avenue	Old Swan	L13 5FC	(0151)220-0861	10
5	Kirk	Kennedy	49 Abbeyfield C	Garston	L24 7HJ	(0151)547-1812	2
6	Joanne	Macmahon	18 Grassendale	Woolton	L35 6FD	(0151)426-9849	4
7	Barbara	Mckay	10 Crondoll Gro	Old Swan	L13 4GH	(0151)281-5074	2
8	Eamon	Holderness	111 Elmshouse	Garston	L24 7FT	(0151)260-6458	0
9	Irene	Gant	34 Austin Close	Garston	L24 8UH	(0151)475-3351	1
10	Rita	Lynch	99 Astley Road	Old Swan	L13 5DF	(0151)289-9300	0
11	Paula	Martin	34 Richmond A	West Derby	L12 3DE	(0151)489-3805	5

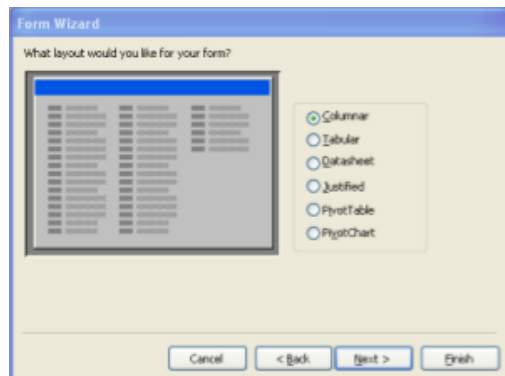
You have successfully imported an Excel database to Access.



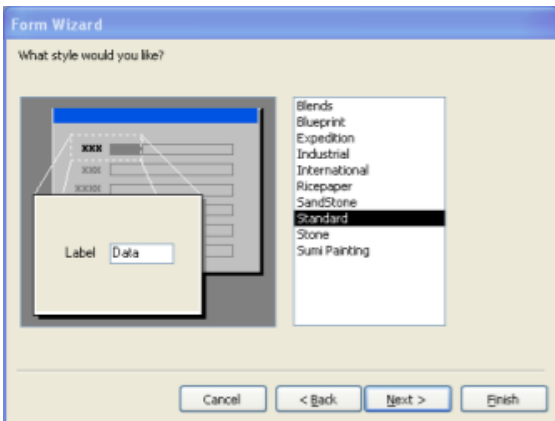
### Creating and editing a form



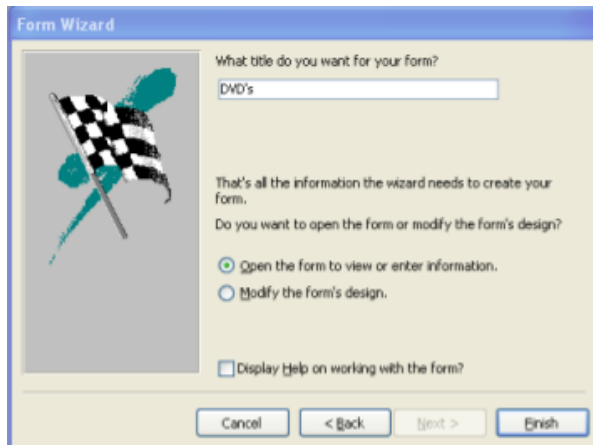
Add the fields you want to see on your form



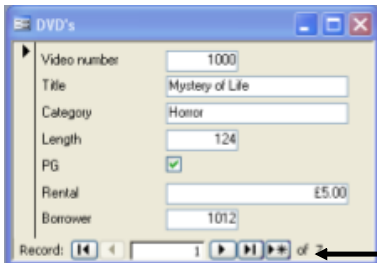
Select columnar layout



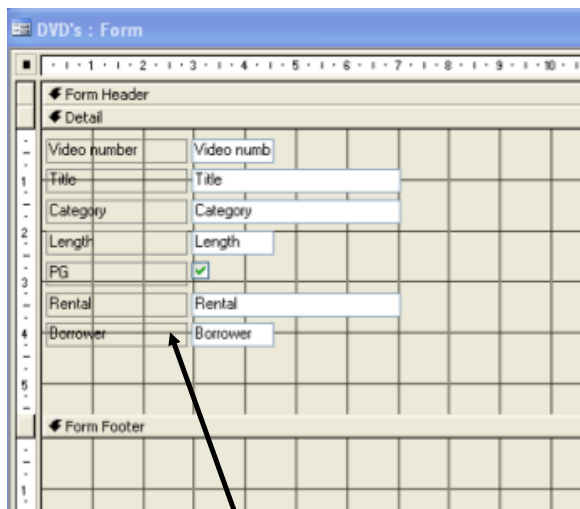
All these designs are good  
Select standard (as we are going to change it anyway).



Choose a title and we're done.



Basic form with data  
record selectors



Click to select fields or labels.

Switch to design view - and turn on the grid if it helps as well.



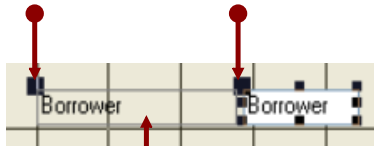
Wizards are on

Simple objects

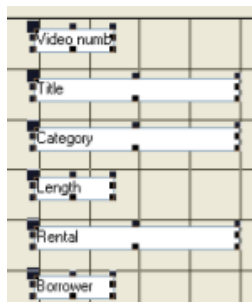
Drop-down lists

### Editing the form

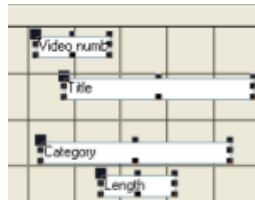
Click the black squares to move these objects separately



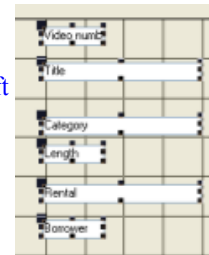
Click on the frame edge to move both objects together



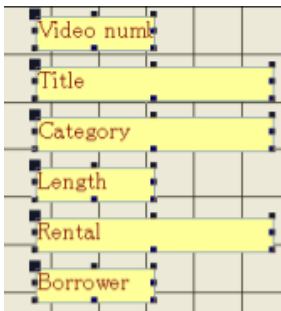
Drag the cursor over several objects to select a group



Use the [Format | align | left](#) menu to line them all up



Use the [Format | Vertical spacing | Make equal](#) menu to space them nicely



You can make them bigger as a group and select the background and text colours.

When you have had a bit of practice you can produce a typically tasteful colour scheme like this one.

