

Microsoft® Office 2013

First Course

Second Course

Third Course

Integration 2013
UNIT B

Integrating Word, Excel, and Access



Objectives

- Integrate data among Word, Excel, and Access
- Import an Excel worksheet into Access
- Copy a Word table to Access
- Link an Access table to Excel and Word
- Link an Access table to Word



Integrate Data Among Word, Excel, and Access

- Integrating data from three programs
 - Enter data into an Access database
 - Make calculations using data in Excel
 - Create Word report that includes Excel data and Access table
 - Importing data from Excel spreadsheet into Access
 - Copy a table from Word into a table in Access

Integrate Data Among Word, Excel, and Access

- Importing Excel worksheet into Access
 - Enter data directly into Access database table
 - Import data from other sources
 - Use Get External Data command
- Copying Word table into Access
 - Copy and paste into new or existing table in Access
- Linking Access table to Excel and Word
 - Keeps data current in all three applications
 - Use Copy and Paste Special commands
 - You **cannot** change structure of linked Access table in Excel
- Linking Access table to Word
 - You can reformat the linked table in Word

Integrate Data Among Word, Excel, and Access

Excel data imported to an Access table

The image displays two overlapping screenshots. The top screenshot shows an Excel spreadsheet with the following data:

Tour Name	Price	Participants
Icefields Parkway Cycling	\$ 2,000.00	12
Powder Skiing	\$ 4,000.00	13
Ultimate Cycle Tour	\$ 6,000.00	14
Bowron Lakes Adventure	\$ 4,000.00	12
West Coast Kayaking	\$ 3,000.00	18
Whale Watching Adventure	\$ 1,000.00	15
Ski Whistler	\$ 3,000.00	13
Gulf Island Cruising	\$ 3,500.00	15
Cariboo Trail Ride	\$ 4,000.00	19
Yukon Adventure	\$ 3,500.00	15

The bottom screenshot shows the Microsoft Access interface with the 'TABLE TOOLS' ribbon active. The 'EXTERNAL DATA' group contains the 'Import & Link' button. The 'All Access Objects' pane shows a table named 'Tours'. The table's data is as follows:

ID	Tour Name	Price	Customers
1	Icefields Parkway Cycling	\$2,000.00	12
2	Powder Skiing	\$4,000.00	13
3	Ultimate Cycle Tour	\$6,000.00	14
4	Bowron Lakes Adventure	\$4,000.00	12
5	West Coast Kayaking	\$3,000.00	18
6	Whale Watching Adventure	\$1,000.00	15
7	Ski Whistler	\$3,000.00	13
8	Gulf Island Cruising	\$3,500.00	15
9	Cariboo Trail Ride	\$4,000.00	19
10	Yukon Adventure	\$3,500.00	15
*	(New)		

A callout box with a red arrow points from the 'Participants' column in the Excel spreadsheet to the 'Customers' column in the Access table, stating: "Field Name changed from Participants to Customers during the import process".

Integrate Data Among Word, Excel, and Access

Word report with links to Excel and Access

Quest Specialty Tours

Vancouver Branch

Overview

QST Vancouver tour leaders are based out of Vancouver, Victoria, and Kamloops in British Columbia, Calgary in Alberta, and Whitehorse in the Yukon. In 2016, QST Vancouver offered ten tours. The two most popular tours were West Coast Kayaking out of Victoria and Cariboo Trail Ride out of Kamloops. Here's a list of the tours:

Tour Name	Price	Customers	Start Location	Days	Revenue
Icefields Parkway Cycling	\$ 3,500.00	12	Calgary	4	\$ 42,000.00
Powder Skiing	\$ 4,000.00	13	Calgary	5	\$ 52,000.00
Ultimate Cycle Tour	\$ 6,000.00	14	Vancouver	10	\$ 84,000.00
Bowron Lakes Adventure	\$ 4,000.00	12	Kamloops	8	\$ 48,000.00
West Coast Kayaking	\$ 3,000.00	18	Victoria	6	\$ 54,000.00
Whale Watching Adventure	\$ 1,000.00	15	Victoria	3	\$ 15,000.00
Ski Whistler	\$ 3,000.00	13	Vancouver	6	\$ 39,000.00
Gulf Island Cruising	\$ 3,500.00	15	Victoria	4	\$ 52,500.00
Cariboo Trail Ride	\$ 4,000.00	19	Kamloops	4	\$ 76,000.00
Yukon Adventure	\$ 3,500.00	15	Whitehorse	7	\$ 52,500.00

Tour Leaders

The overwhelming success of the tours operated by QST Vancouver is a direct result of the outstanding efforts of our team of dedicated, personable, and skilled leaders. Shown below is the list of leaders who led our 2016 tours.

Leader ID	Last Name	First Name	Home Base	E-mail
1	Akita	Medoko	Victoria	zakami@qstvancouver.com
2	Barnett	Gerald	Vancouver	gbarnett@qstvancouver.com
3	Greaves	John	Vancouver	jgreaves@qstvancouver.com
4	Kim	Dana	Calgary	dkim@qstvancouver.com
5	Naruma	Sally	Kamloops	snaruma@qstvancouver.com
6	Schwartz	Gord	Whitehorse	gschwartz@qstvancouver.com
7	Singh	Jajit	Vancouver	jsingh@qstvancouver.com

In every guest survey of every QST Vancouver tour operated in 2016, the Tour Leaders category received the highest ranking. In addition, the head office of Quest Specialty Travel has confirmed that these rankings exceed the rankings from all other customer surveys generated by all other branch offices company-wide.

Your Name

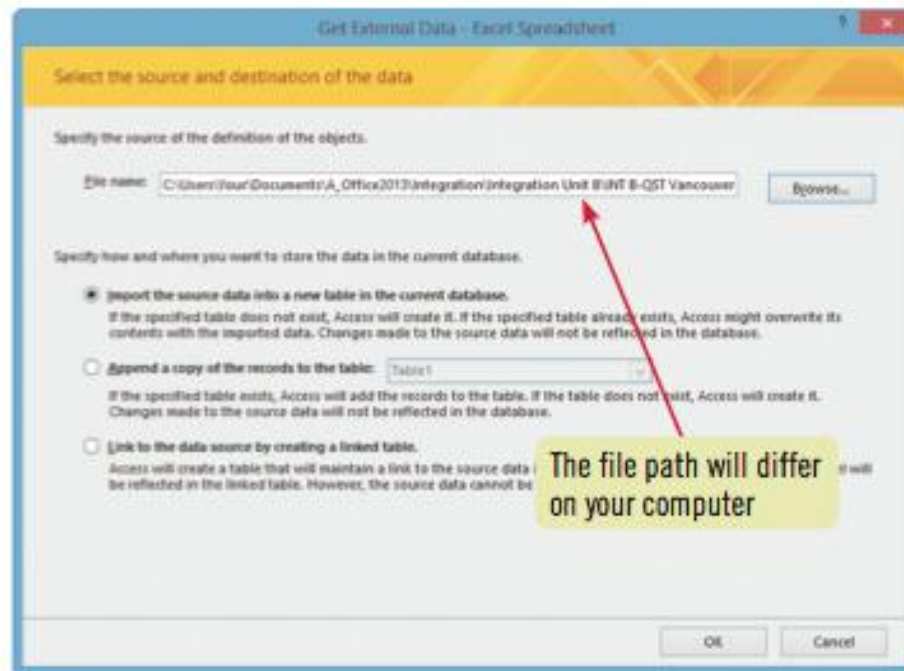
Table linked to Excel and to Access

Table copied from Access and pasted as a link

Import an Excel Worksheet into Access

- **Ways to import Excel data to Access**
 - Import Excel data into new Access table
 - Append Excel data to an existing table

Options in the Get External Data dialog box



Import an Excel Worksheet into Access

Changing a field name in an imported table

Field name changes in column heading

"Customers" entered in the Field Name box

Excel table imported to Access

ID	Tour Name	Price	Customers	Click to Add
1	Icefields Parkway Cycling	\$2,000.00	12	
2	Powder Skiing	\$4,000.00	13	
3	Ultimate Cycle Tour	\$6,000.00	14	
4	Bowron Lakes Adventure	\$4,000.00	12	
5	West Coast Kayaking	\$3,000.00	18	
6	Whale Watching Adventure	\$1,000.00	15	
7	Ski Whistler	\$3,000.00	13	
8	Gulf Island Cruising	\$3,500.00	15	
9	Cariboo Trail Ride	\$4,000.00	19	
10	Yukon Adventure	\$3,500.00	15	
*	(New)			

Copy a Word Table to Access

- Copy table in Word, Paste in Access
 - Source Word table and destination Access table not linked
- Two methods for adding Word table
 - Paste table into new, blank Access table
 - Paste table into existing Access table
- Rule for pasting into existing table in Access
 - Word and Access tables must have same number of records

Copy a Word Table to Access

Selecting the location for copied data

Click to Add column header selected

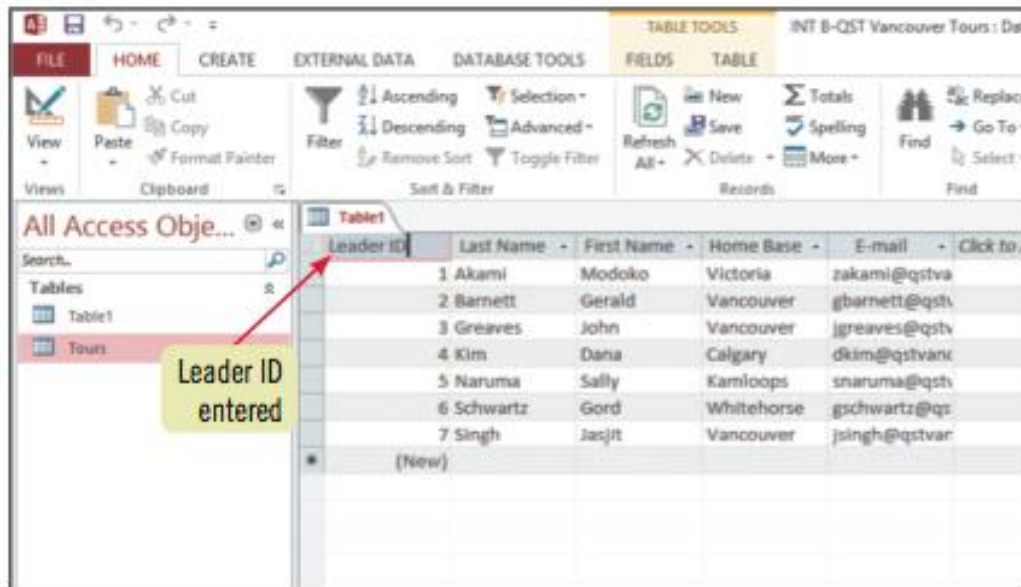
ID	Tour Name	Price	Customers	Click to Add
1	Icefields Parkway Cycling	\$2,000.00	12	Short Text
2	Powder Skiing	\$4,000.00	13	Number
3	Ultimate Cycle Tour	\$6,000.00	14	Currency
4	Bowron Lakes Adventure	\$4,000.00	12	Date & Time
5	West Coast Kayaking	\$3,000.00	18	Yes/No
6	Whale Watching Adventure	\$1,000.00	15	Lookup & Relationship
7	Ski Whistler	\$3,000.00	13	Rich Text
8	Gulf Island Cruising	\$3,500.00	15	
9	Cariboo Trail Ride			
10	Yukon Adventure			
(New)				

Table containing data copied from Word

ID	Tour Name	Price	Customers	Start Location	Days	Click to Add
1	Icefields Parkway Cycling	\$2,000.00	12	Calgary	4	
2	Powder Skiing	\$4,000.00	13	Calgary	5	
3	Ultimate Cycle Tour	\$6,000.00	14	Vancouver	10	
4	Bowron Lakes Adventure	\$4,000.00	12	Kamloops	8	
5	West Coast Kayaking	\$3,000.00	18	Victoria	6	
6	Whale Watching Adventure	\$1,000.00	15	Victoria	3	
7	Ski Whistler	\$3,000.00	13	Vancouver	6	
8	Gulf Island Cruising	\$3,500.00	15	Victoria	4	
9	Cariboo Trail Ride	\$4,000.00	19	Kamloops	4	
10	Yukon Adventure	\$3,500.00	15	Whitehorse	7	
(New)					0	

Copy a Word Table to Access

Renaming the ID field



The screenshot shows the Microsoft Access interface with the 'TABLE TOOLS' ribbon active. The 'TABLE' tab is selected, and the 'Table1' table is displayed in Datasheet view. The table has the following columns: Leader ID, Last Name, First Name, Home Base, E-mail, and Click to Add. The data rows are as follows:

Leader ID	Last Name	First Name	Home Base	E-mail	Click to Add
1	Akami	Modoko	Victoria	zakami@qstva	
2	Barnett	Gerald	Vancouver	gbarnett@qstb	
3	Greaves	John	Vancouver	jgreaves@qstv	
4	Kim	Dana	Calgary	dkim@qstvank	
5	Naruma	Sally	Kamloops	snaruma@qstf	
6	Schwartz	Gord	Whitehorse	gschwartz@qsg	
7	Singh	Jasjit	Vancouver	jsingh@qstvar	
(New)					

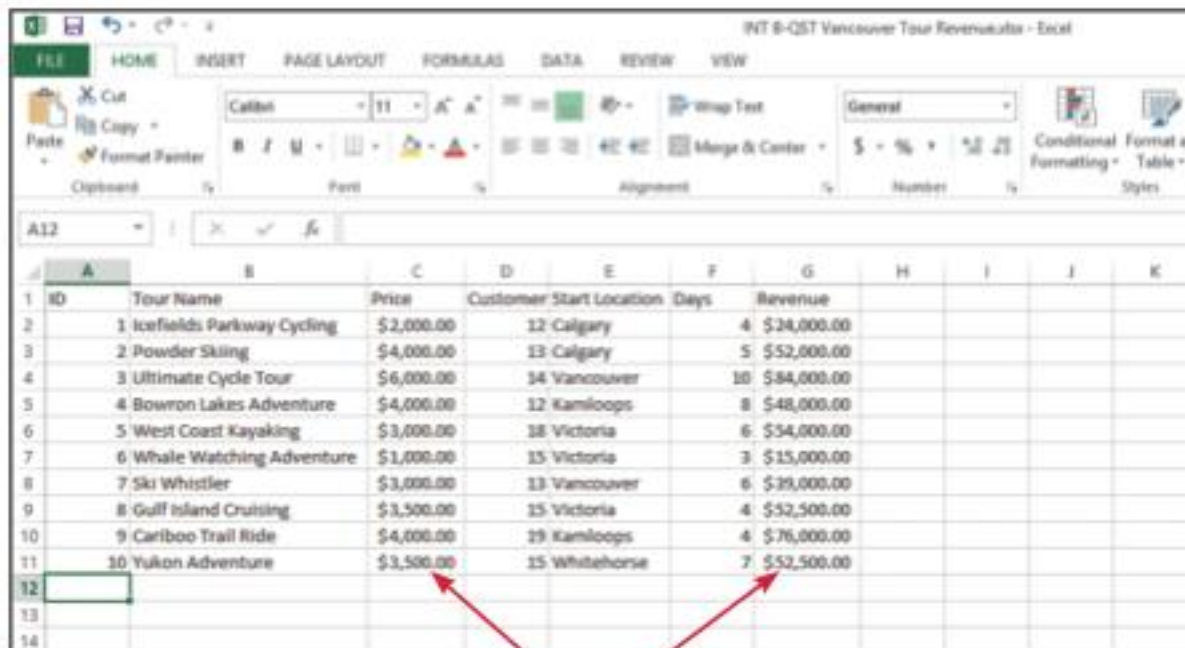
A yellow callout box with the text 'Leader ID entered' is positioned over the 'Leader ID' column header, with a red arrow pointing to it.

Link an Access Table to Excel and Word

- Benefits of linking three programs
 - Reduce amount of data entry
- Use Copy and Paste Special commands
 - Link Access object and Excel destination file
 - Copy Excel data to Word file
- Changing data in source Access database
 - Linked data in Excel and Word will update itself

Link an Access Table to Excel and Word

Copied data formatted in Excel



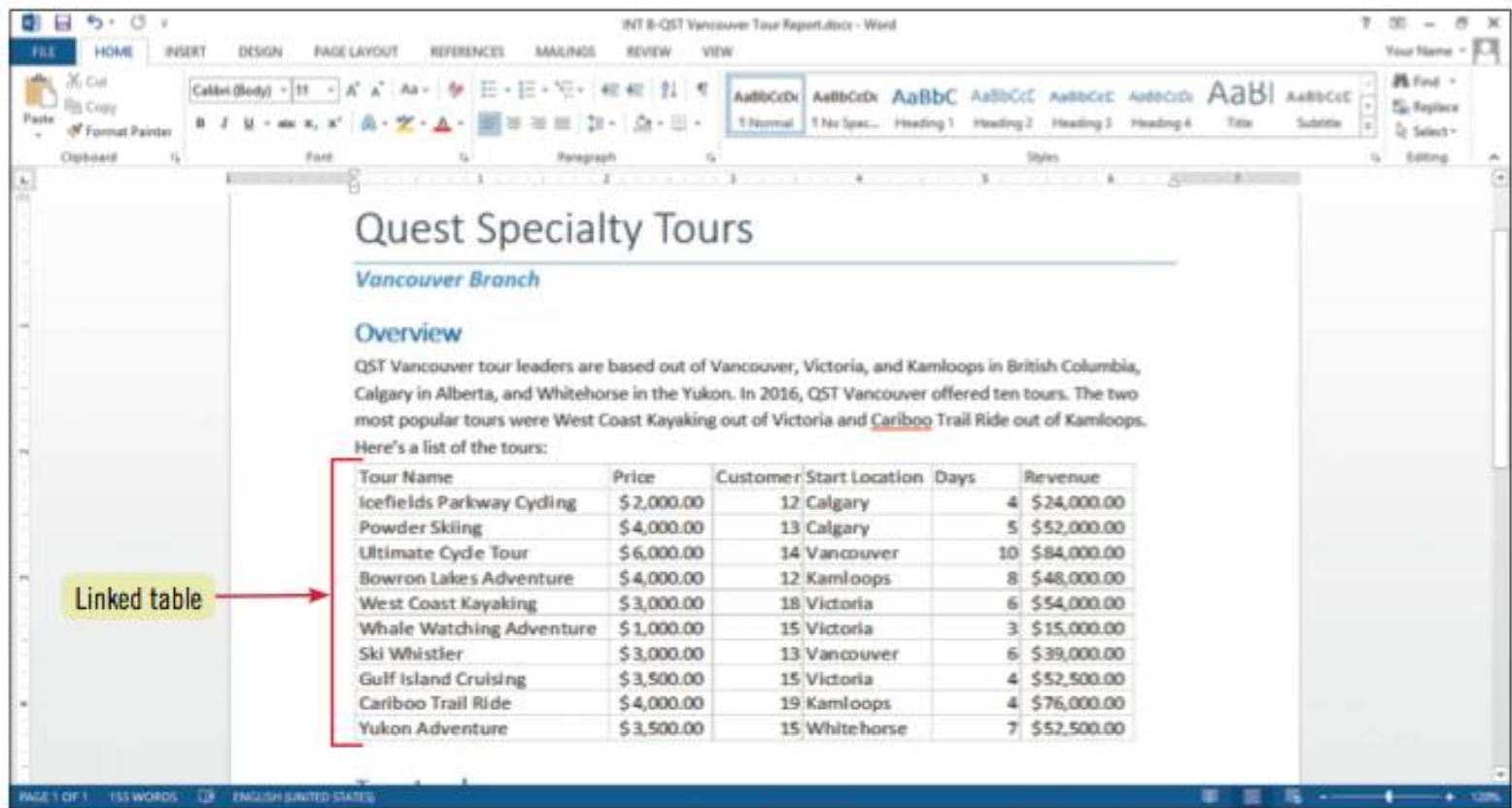
The screenshot shows the Microsoft Excel interface with a table of tour data. The table has columns for ID, Tour Name, Price, Customer Start Location, Days, and Revenue. The Price and Revenue columns are formatted with accounting style, showing dollar signs and two decimal places. Red arrows point from a yellow callout box below to the Price and Revenue columns.

ID	Tour Name	Price	Customer Start Location	Days	Revenue
1	Icefields Parkway Cycling	\$2,000.00	12 Calgary	4	\$24,000.00
2	Powder Skiing	\$4,000.00	13 Calgary	5	\$52,000.00
3	Ultimate Cycle Tour	\$6,000.00	14 Vancouver	10	\$84,000.00
4	Bowron Lakes Adventure	\$4,000.00	12 Kamloops	8	\$48,000.00
5	West Coast Kayaking	\$3,000.00	18 Victoria	6	\$34,000.00
6	Whale Watching Adventure	\$1,000.00	15 Victoria	3	\$15,000.00
7	Ski Whistler	\$3,000.00	13 Vancouver	6	\$39,000.00
8	Gulf Island Cruising	\$3,500.00	15 Victoria	4	\$32,500.00
9	Cariboo Trail Ride	\$4,000.00	19 Kamloops	4	\$76,000.00
10	Yukon Adventure	\$3,500.00	15 Whitehorse	7	\$52,500.00

Accounting style applied

Link an Access Table to Excel and Word

Excel data pasted in Word



Quest Specialty Tours

Vancouver Branch

Overview

QST Vancouver tour leaders are based out of Vancouver, Victoria, and Kamloops in British Columbia, Calgary in Alberta, and Whitehorse in the Yukon. In 2016, QST Vancouver offered ten tours. The two most popular tours were West Coast Kayaking out of Victoria and Cariboo Trail Ride out of Kamloops. Here's a list of the tours:

Tour Name	Price	Customer	Start Location	Days	Revenue
Icefields Parkway Cycling	\$2,000.00	12	Calgary	4	\$24,000.00
Powder Skiing	\$4,000.00	13	Calgary	5	\$52,000.00
Ultimate Cycle Tour	\$6,000.00	14	Vancouver	10	\$84,000.00
Bowron Lakes Adventure	\$4,000.00	12	Kamloops	8	\$48,000.00
West Coast Kayaking	\$3,000.00	18	Victoria	6	\$54,000.00
Whale Watching Adventure	\$1,000.00	15	Victoria	3	\$15,000.00
Ski Whistler	\$3,000.00	13	Vancouver	6	\$39,000.00
Gulf Island Cruising	\$3,500.00	15	Victoria	4	\$52,500.00
Cariboo Trail Ride	\$4,000.00	19	Kamloops	4	\$76,000.00
Yukon Adventure	\$3,500.00	15	Whitehorse	7	\$52,500.00

Linked table

Link an Access Table to Excel and Word

Paste options

command	location	use to
Paste	Paste button in Word and Excel	Paste an object without creating a link; the exception is a chart—when you copy a chart from Excel and paste it into Word, the chart is, by default, linked to the source file in Excel
Paste Special	Paste button list shows Paste Special selection in Word and Excel	Paste an object when you want to create a link or you want to select from a variety of formatting options for the pasted object, whether linked or not
Paste Link	Paste button list shows Paste Link button in Excel	Paste an object such as a copied table from Access into Excel as a link

Link an Access Table to Word

- Paste Access tables directly into Word if Excel is not needed
 - Use Copy and Paste Special tools
 - Data will link between Access and Word
- Access table can be formatted in Word
- Opening linked files and enabling content
 - Open linked files in order of creation
 - Broken links occur when linked files are moved to different locations

Link an Access Table to Word

Completed Word report

Quest Specialty Tours
Vancouver Branch

Overview
GST Vancouver tour leaders are based out of Vancouver, Victoria, and Kamloops in British Columbia, Calgary in Alberta, and Whitehorse in the Yukon. In 2016, GST Vancouver offered ten tours. The two most popular tours were West Coast Kayaking out of Victoria and Cariboo Trail Ride out of Kamloops. Here's a list of the tours:

Tour Name	Price	Customers	Start Location	Days	Revenue
Icefields Parkway Cycling	\$ 3,500.00	12	Calgary	4	\$ 42,000.00
Powder Skiing	\$ 4,000.00	13	Calgary	5	\$ 52,000.00
Ultimate Cycle Tour	\$ 6,000.00	14	Vancouver	10	\$ 84,000.00
Bowman Lakes Adventure	\$ 4,000.00	12	Kamloops	8	\$ 48,000.00
West Coast Kayaking	\$ 3,000.00	18	Victoria	6	\$ 54,000.00
Whale Watching Adventure	\$ 1,000.00	15	Victoria	3	\$ 15,000.00
Ski Whistler	\$ 3,000.00	13	Vancouver	6	\$ 39,000.00
Gulf Island Cruising	\$ 3,500.00	15	Victoria	4	\$ 52,500.00
Cariboo Trail Ride	\$ 4,000.00	19	Kamloops	4	\$ 76,000.00
Yukon Adventure	\$ 3,500.00	15	Whitehorse	7	\$ 52,500.00

Tour Leaders
The overwhelming success of the tours operated by GST Vancouver is a direct result of the outstanding efforts of our team of dedicated, personable, and skilled leaders. Shown below is the list of leaders who led our 2016 tours.

Leader ID	Last Name	First Name	Home Base	E-mail
1	Akita	Mohiko	Victoria	zakami@gstvancouver.com
2	Barnett	Gerald	Vancouver	gbarnett@gstvancouver.com
3	Greaves	John	Vancouver	jgreaves@gstvancouver.com
4	Kim	Dana	Calgary	dkim@gstvancouver.com
5	Naruma	Sally	Kamloops	snaruma@gstvancouver.com
6	Schwartz	Gord	Whitehorse	gschwartz@gstvancouver.com
7	Singh	Jasjit	Vancouver	jsingh@gstvancouver.com

In every guest survey of every GST Vancouver tour operated in 2016, the Tour Leaders category received the highest ranking. In addition, the head office of Quest Specialty Travel has confirmed that these rankings exceed the rankings from all other customer surveys generated by all other branch offices company-wide.

Your Name

Revenue updated to \$42,000

Akami changed to Akita

Link an Access Table to Word

Unit B integration tasks

object	commands	source program(s)	destination program	result	connection	page no.
Excel file	External Data/Excel	Excel	Access	Excel spreadsheet is imported into a new table in Access; the spreadsheet must contain only the rows and columns required for the Access table	None	22
Word table	Copy/Paste	Word	Access	Word table is pasted in a new or existing table in Access; if an existing table, the Word table should contain the same number of records as the Access table	None	24
Access table	Copy/Paste Special/Paste Link	Access	Excel	Access table is pasted into Excel as a link; the linked data can be formatted in Excel and included in formulas but cannot be modified or deleted	Linked	26
Linked Access table in Excel	Copy/Paste Link in Excel Copy/Paste Special/ Paste Link in Word	Access and Excel	Word	Access table is linked to Excel and then to Word; changes made in Access appear in Excel and Word	Linked	26
Access table	Copy/Paste Special/ Paste Link	Access	Word	Access table is pasted in Word and can be formatted using Word tools	Linked	28



Summary

- Integrating data among Word, Excel, and Access
- Importing an Excel worksheet into Access
- Copying a Word table to Access
- Linking an Access table to Excel and Word
- Linking an Access table to Word