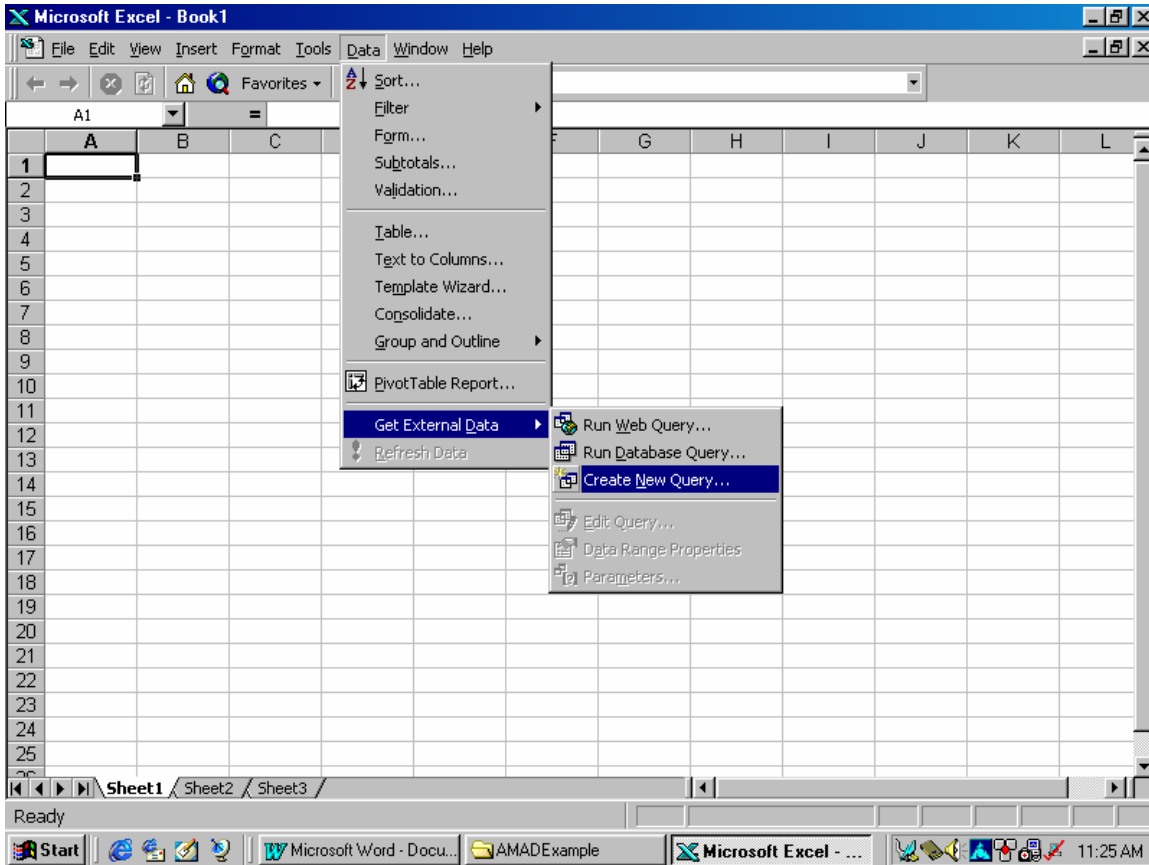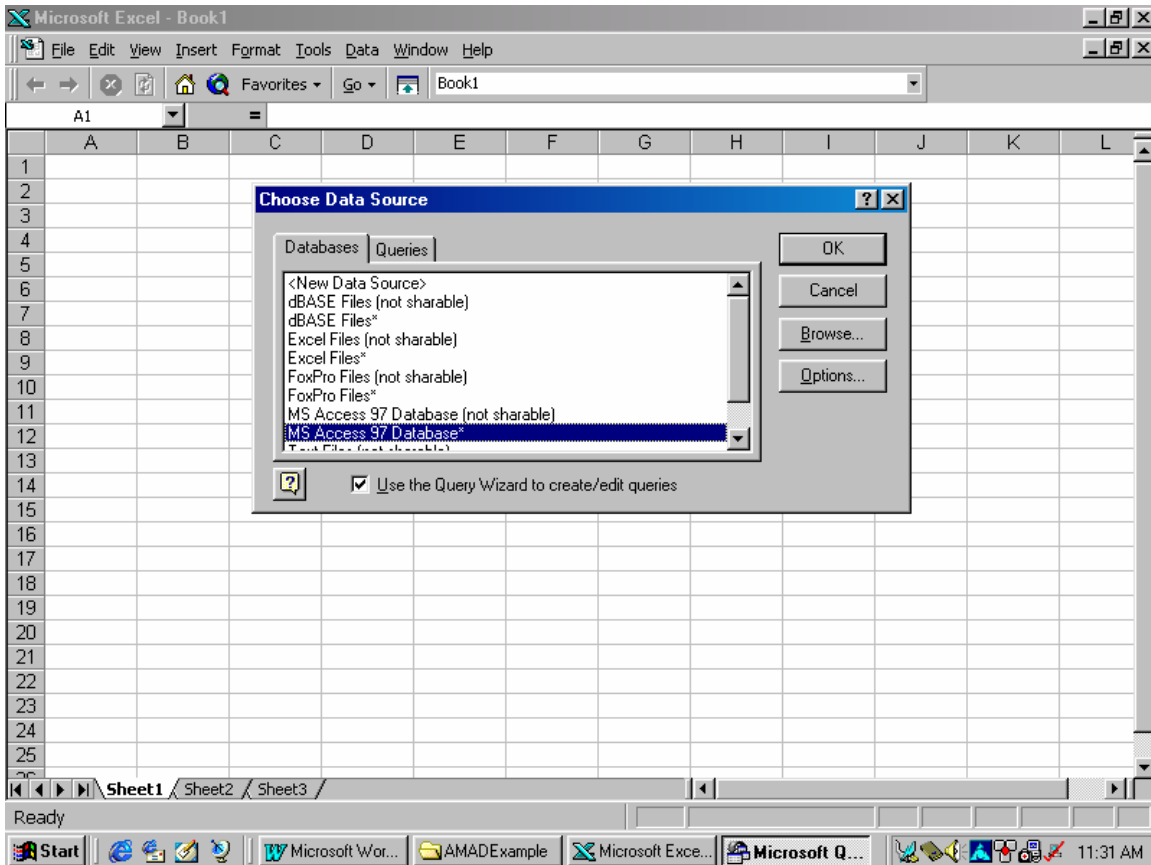# How to Retrieve Access Database Tables in Excel

Note: This method has been developed to work with Excel97 and assumes that the user has Office97 installed on their computer.

1.   From the menu bar in Excel, Select: Data, Get External Data, Create New Query.

2.   The "Choose Data Source" dialog box will open.
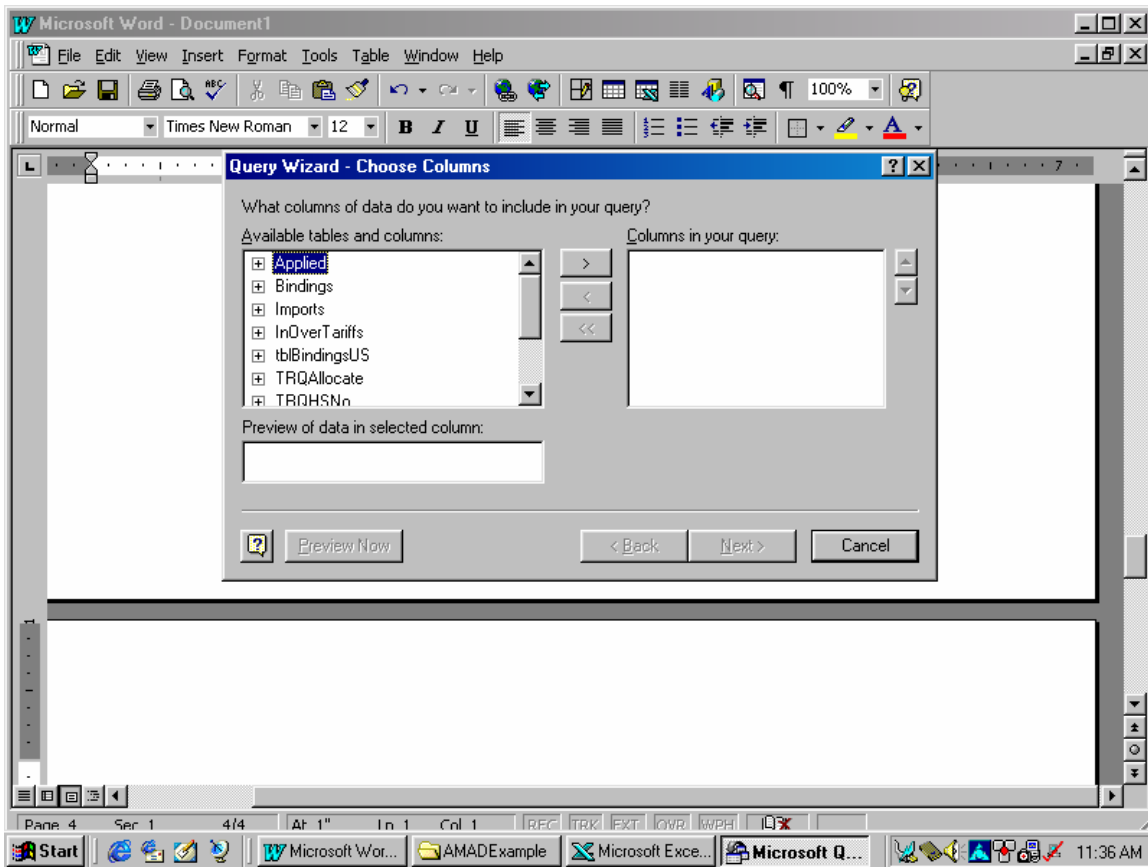   Select "MS Access97 Database *" and press "OK."

3.   Navigate to the directory where the Access97 database file is located on your computer or network.   In the example below, the file USA.MDB is located in the folder D:\AMADExample.

Select the Database Name of the file you want to retrieve and press "OK."
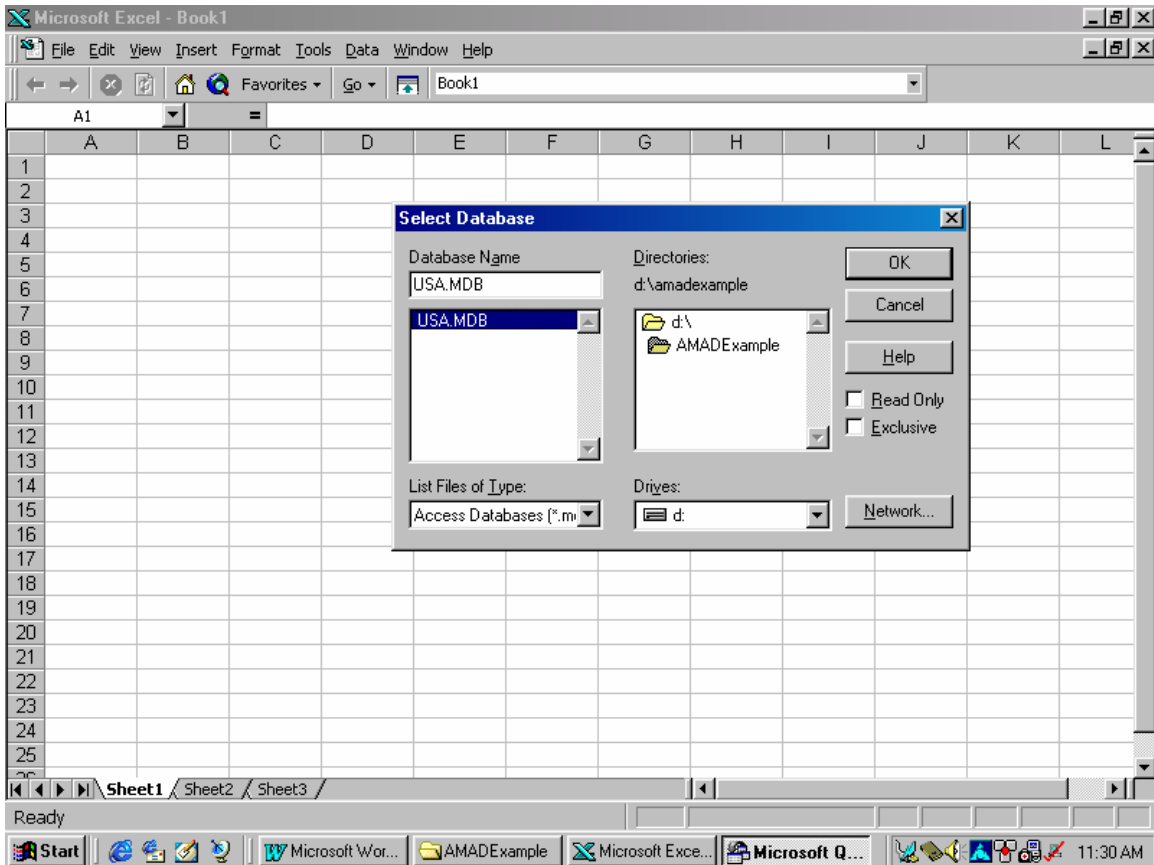
4.   The dialog box will display a list of available tables and columns.

5.	Select the tables and columns you would like to retrieve.
	To select an entire table, highlight the table and press the "＞" button. This will move the name of all the columns of the selected table to the box "Columns in your Query." In the example below, all of the columns of the Bindings table are selected.

	To select a few columns of a table, instead of the entire table, click on the plus sign to the left of the table name. This action will reveal the columns of the selected table. Then select the individual columns for your query with the "＞" button.

	When finished selecting columns, press "Next."
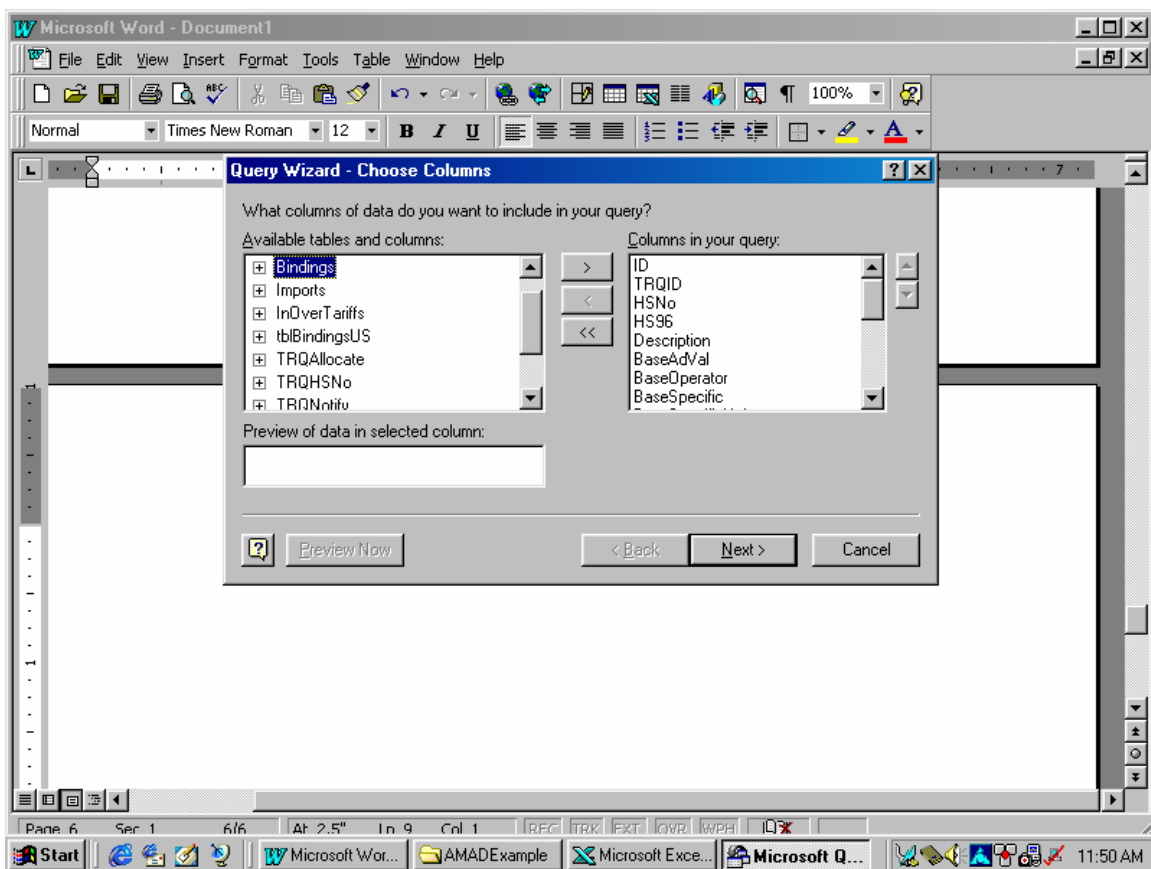
6.	Apply a filter, if appropriate, to retrieve selected data from the table.
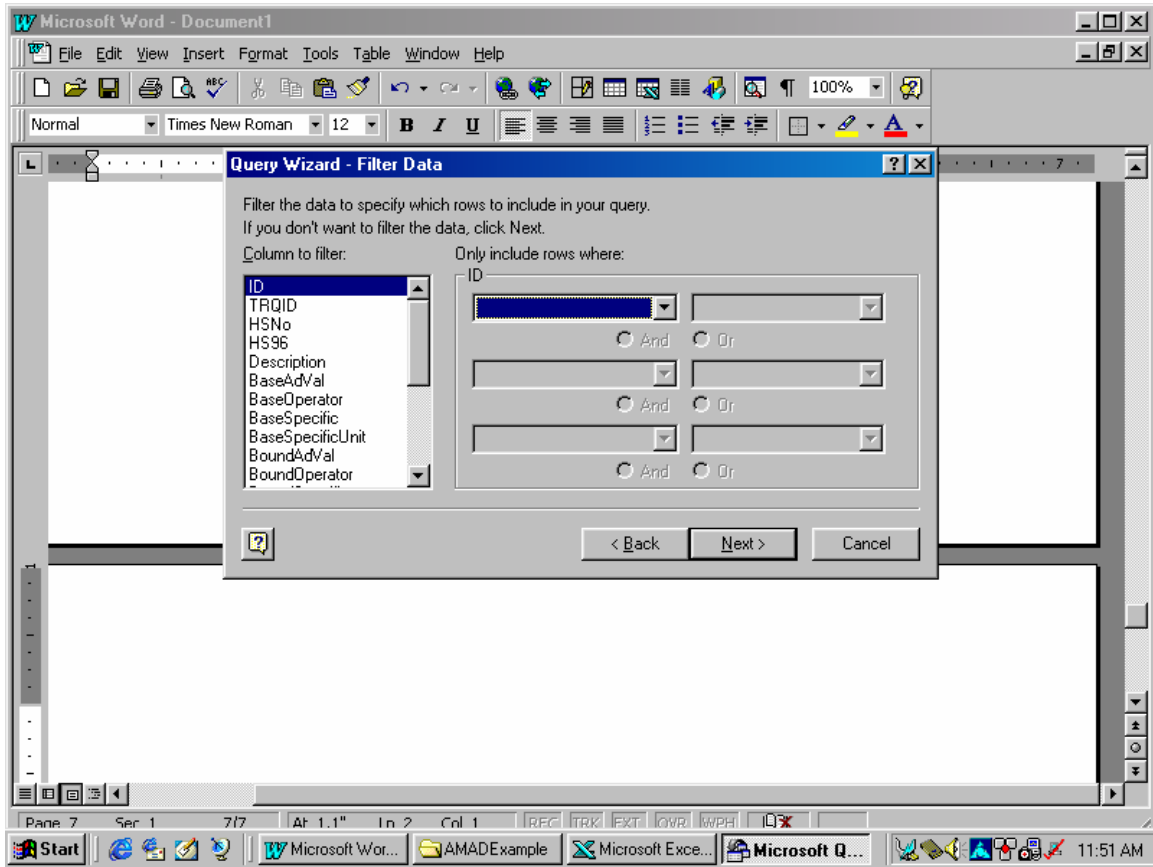
7. Specify the sort order for the data, if appropriate. In the example below, the data is sorted ascending by the field "ID".
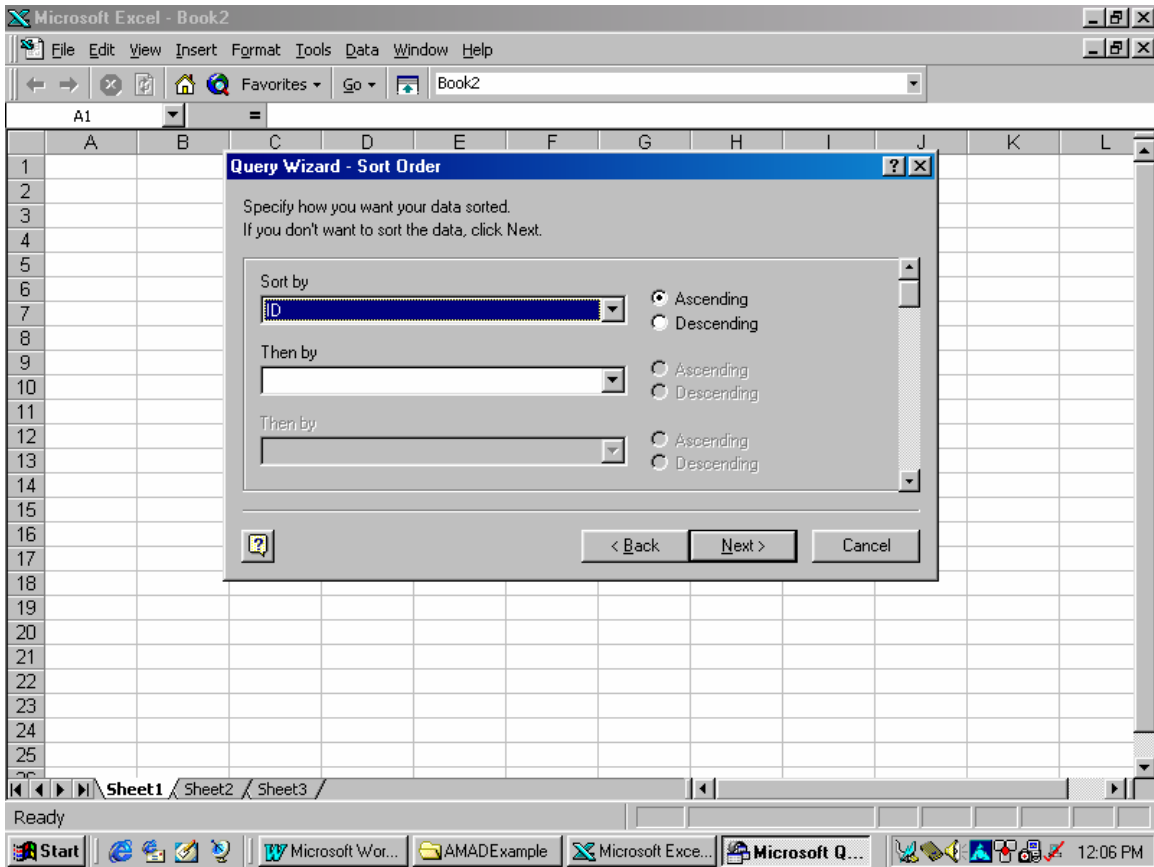
8.   Select the option to "Return Data to Microsoft Excel" and press "Finish."
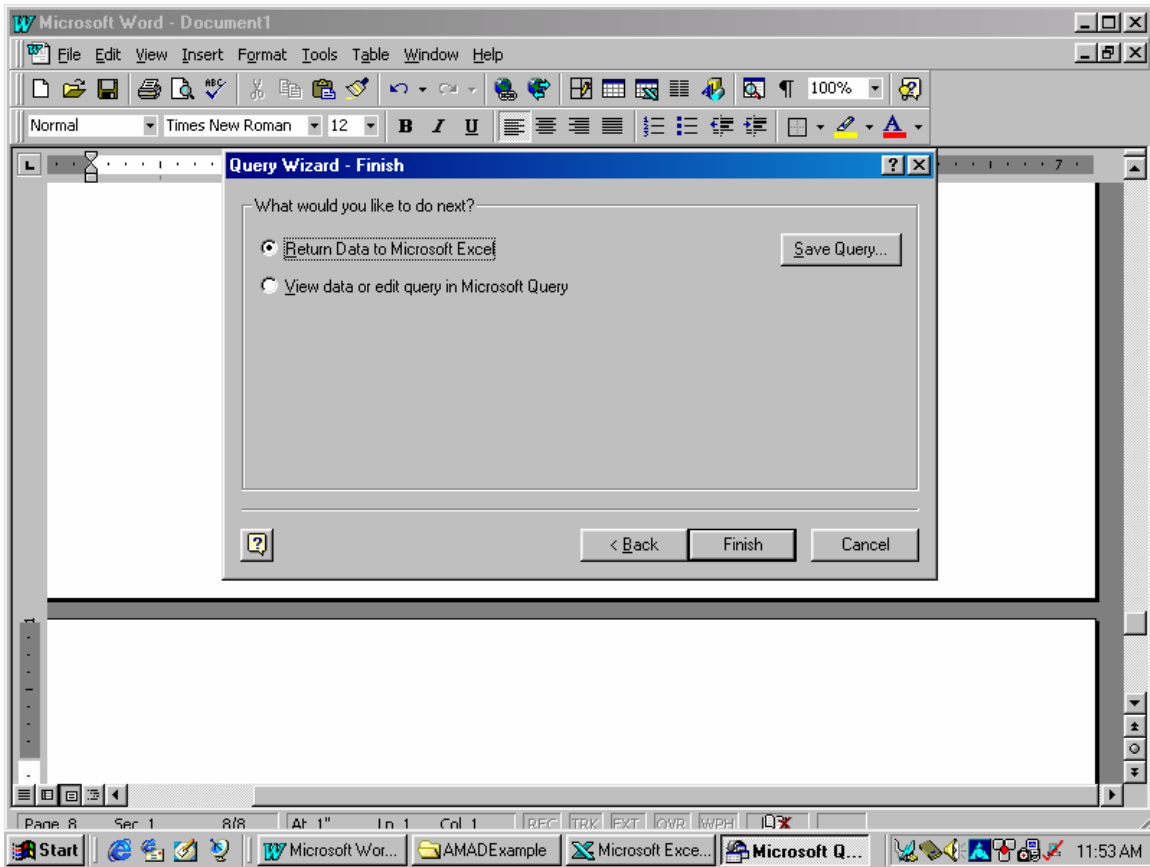
9.   Specify the beginning cell in Excel where you would like the data to be placed and press "OK." The default choice, as shown in this example, is cell A1.

10. Excel will retrieve the data from Access, as shown below.

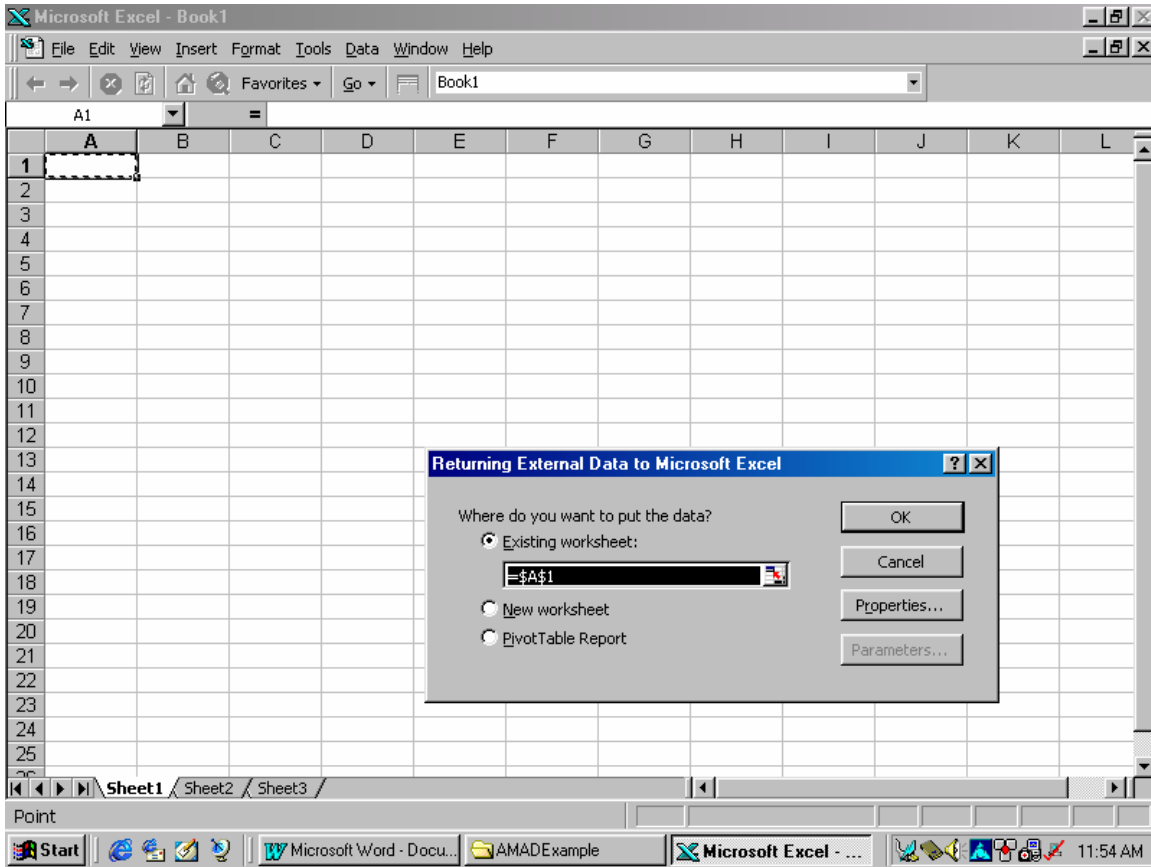|	A	B	C	D	E	Ba
1	ID	TRQID	HSNo	HS96	Description	
2	1		0101		"Live horses, asses, mules and hinnies:"	
3	2				Horses:	
4	3		01011100	01011100	Purebred breeding animals............................	
5	4		01011900	01011900	Other..	
6	5		010120		"Asses, mules and hinnies:"	
7	6				Asses:	
8	7		01012010	01012010	Purebred breeding animals.......................	
9	8		01012020	01012020	Other..	
10	9				Mules and hinnies:	
11	10		01012030	01012030	Imported for immediate slaughter................	
12	11		01012040	01012040	Other.......................................	
13	12		0102		Live bovine animals:	
14	13		01021000	01021000	Purebred breeding animals................................	
15	14		010290		Other:	
16	15		01029020	01029020	Cows imported specially for dairy purposes............	
17	16		01029040	01029040	Other:	
18	17		01029040	01029040	Weighing 90 kg or more but less than 320 kg each....................	
19	18		01029040	01029040	Other..	
20	19		0103		Live swine:	
21	20		01031000	01031000	Purebred breeding animals...............................	
22	21				Other:	
23	22		01039100	01039100	Weighing less than 50 kg each........................	
24	23		01039200	01039200	Weighing 50 kg or more each..........................	
25	24		0104		Live sheep and goats:	