Creating a simple database table in Microsoft Access?

A simple database, such as a contact list, might use only a single table. Many databases, however, use several tables. When you create a new database, you create a new file on your computer that acts as a container for all of the objects in your database, including your tables.

You can create a table by creating a new database, by inserting a table into an existing database, or by importing or linking to a table from another data source — such as a Microsoft Excel workbook, a Microsoft Word document, a text file, or another database. When you create a new, blank database, a new, empty table is automatically inserted for you. You can then enter data in the table to start defining your fields.

Create a new table in a new database

1. Click **File** > **New**, and then select **Blank desktop database**.

2. In the **File Name** box, type a file name for the new database.

3. To browse to a different location and save the database, click the folder icon.

4. Click **Create**.

   The new database opens, and a new table named Table1 is created and opens in Datasheet view.

Create a new table in an existing database

1. Click **File** > **Open**, and click the database if it is listed under **Recent**. If not, select one of the browse options to locate the database.

2. In the **Open** dialog box, select the database that you want to open, and then click **Open**.

3. On the **Create** tab, in the **Tables** group, click **Table**.

   A new table is inserted in the database and the table opens in Datasheet view.

Importing or linking to create a table

You can create a table by importing or linking to data that is stored elsewhere. You can import or link to data in an Excel worksheet, a SharePoint list, an XML file, another Access database, a Microsoft Outlook folder, and more.

When you import data, you create a copy of the data in a new table in the current database. Subsequent changes to the source data will have no effect on the imported data, and changes to the imported data do not affect the source data. After you connect to a data source and import its data, you can then use the imported data without connecting to the source. You can change the design of an imported table.

When you link to data, you create a linked table in the current database that represents a live link to the existing information that is stored elsewhere. When you change data in a linked table, you are changing it in the source. Whenever data changes in the source, that change is shown in the linked table. You must be able to connect to the data source whenever you use a linked table. You cannot change the design of a linked table.

Note: You cannot edit data in an Excel worksheet by using a linked table. As a workaround, import the source data into an Access database, and then link to the database from Excel.

Create a new table by importing or linking to external data

1. Click **File** > **Open**.

2. In the **Open** dialog box, select and open the database in which you wish to create a new table.

3. On the **External Data** tab, in the **Import & Link** group, click one of the available data sources.
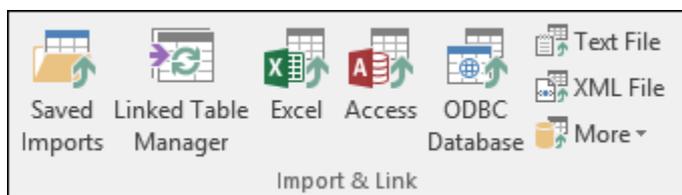
4. Follow the instructions in the dialog boxes that appear at each step.

    Access creates the new table and displays it in the Navigation Pane.

Use a SharePoint site to create a table

You can create a table in your database that imports from or links to a SharePoint list. You can also create a new SharePoint list by using a predefined template. The predefined templates in Access include Contacts, Tasks, Issues, and Events.

1. Click **File** > **Open**.

2. In the **Open** dialog box, select the database in which you want to create the new table, and then click **Open**.

3. On the **Create** tab, in the **Tables** group, click **SharePoint Lists**.

4. Do one of the following:

    Create a SharePoint list that is based on a template

a. Click either **Contacts**, **Tasks**, **Issues**, or **Events**.

b. In the **Create New List** dialog box, type the URL for the SharePoint site where you want to create the list.

c. Enter a name for the new list and its description in the **Specify a name for the new list** and **Description** boxes.

d. To open the linked table after it is created, select the **Open the list when finished** check box (selected by default).

Create a custom list

e. Click **Custom**.

f. In the **Create New List** dialog box, type the URL for the SharePoint site where you want to create the list.

g. Enter a name for the new list and its description in the **Specify a name for the new list** and **Description** boxes.

h. To open the linked table after it is created, select the **Open the list when finished** check box (selected by default).

Import the data from an existing list

i. Click **Existing SharePoint List**.

j. In the **Get External Data** dialog box, type the URL for the SharePoint site that contains the data that you want to import.

k. Click **Import the source data into a new table in the current database**, and then click **Next**.

l. Select the check box next to each SharePoint list that you want to import.

Link to a list

m. Click **Existing SharePoint List**.

n. In the **Get External Data - SharePoint Site** dialog box, type the URL for the SharePoint site that contains the list to which you want to link.

o. Click **Link to the data source by creating a linked table**, and then click **Next**.

p. Select the check box next to each SharePoint list to which you want to link.