

- l. Click the **EXTERNAL DATA** tab and click **Excel** in the Import & Link group to launch the Get External Data – Excel Spreadsheet feature. Verify the *Import the source data into a new table in the current database* option is selected, click **Browse**, and then go to the student data folder. Select the *a02p1Books* workbook, click **Open**, and then click **OK**. This workbook contains two worksheets. Follow these steps:
- Select the **Publishers worksheet** and click **Next**.
 - Click the **First Row Contains Column Headings** check box and click **Next**.
 - Select the **PubID** field, click the **Indexed** arrow, select **Yes (No Duplicates)**, and then click **Next**.
 - Click the **Choose my own primary key** arrow, select **PubID**, if necessary, and then click **Next**.
 - Accept the name *Publishers* for the table name, click **Finish**, and then click **Close** without saving the import steps.
- m. Repeat the Import Wizard to import the Books worksheet from the *a02p1Books* workbook into the Access database. Follow these steps:
- Select the **Books worksheet** and click **Next**.
 - Ensure the *First Row Contains Column Headings* check box is checked and click **Next**.
 - Click on the **ISBN** column, set the Indexed property box to **Yes (No Duplicates)**, and then click **Next**.
 - Click the **Choose my own primary key** arrow, select **ISBN** as the primary key field, and then click **Next**.
 - Accept the name *Books* as the table name. Click **Finish** and click **Close** without saving the import steps.
- n. Right-click the **Books** table in the Navigation Pane and select **Design View**. Make the following changes:
- Change the PubID field name to **PublisherID**.
 - Change the Caption property to **Publisher ID**.
 - Change the PublisherID Field Size property to **2**.
 - Click the **ISBN** field and change the Field Size property to **13**.
 - Change the AuthorCode field name to **AuthorID**.
 - Change the AuthorID Field Size property to **Long Integer**.
 - Click the **ISBN** field row selector (which shows the primary key) to select the row. Drag the row up to the first position.
 - Click **Save** on the Quick Access Toolbar to save the design changes to the Books table. Click **Yes** to the *Some data may be lost* warning.
 - Close the table.
- o. Right-click the **Publishers** table in the Navigation Pane and select **Design View**. Make the following changes:
- Change the PubID field name to **PublisherID**.
 - Change the PublisherID Field Size property to **2**.
 - Change the Caption property to **Publisher's ID**.
 - Change the Field Size property to **50** for the PubName and PubAddress fields.
 - Change the Pub Address field name to **PubAddress** (remove the space).
 - Change the PubCity Field Size property to **30**.
 - Change the PubState Field Size property to **2**.
 - Change the Pub ZIP field name to **PubZIP** (remove the space).
 - Click **Save** on the Quick Access Toolbar to save the design changes to the Publishers table. Click **Yes** to the *Some data may be lost* warning. Close all open tables.
- p. Click the **DATABASE TOOLS** tab and click **Relationships** in the Relationships group. Click **Show Table** if necessary. Follow these steps:
- Double-click each table name in the Show Table dialog box to add it to the Relationships window and close the Show Table dialog box.
 - Drag the **AuthorID** field from the Author table onto the AuthorID field in the Books table.