

EXPORTING INFORMATION TO OTHER APPLICATIONS

With Access, it is possible to export Access objects in a variety of formats. The specific formats that are available depend on the object that is being exported. To export a table to Excel, complete the steps below:

- ❖ Open the table that is to be exported.
- ❖ On the **File** menu, click **Export** to display the **Export Table 'Table Name' To** dialog box.
- ❖ In the dialog box, click the **Save in** drop-down arrow and choose the location where the workbook is to be stored.
- ❖ Click the **Save as type** drop-down arrow and select **Microsoft Excel 97-2003**.
- ❖ Click the **Export** button to export the table and close the dialog box.
- ❖ Open **Microsoft Excel** by doing one of the following:
 - Clicking the **Office XP** icon on the desktop.
 - Clicking the **Start** button, clicking **All Programs**, clicking **Microsoft Office**, and then clicking **Microsoft Excel**.
- ❖ Do one of the following:
 - Click the **Open** button on the toolbar.
 - Click the **More Workbooks** button on the Task Pane.
 - Click **File** on the **Menu Bar** and then choose **Open**.
- ❖ Look for the workbook that was just saved.
- ❖ Open the workbook.