

## OTHER WAYS TO SHARE ACCESS DATA WITH OTHER APPLICATIONS

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In addition to the ways already described to import and export data in Access, there are more ways to share data with other applications. Sometimes the quickest and easiest way to get data from one application to another is to use the copy and paste feature. This technique works well for getting data out of an Access table and into Word or Excel. When the information from a database is pasted into Word, the data becomes a Word table. The field captions will become the header row in the Word Table. If the information is pasted into Excel, the data is displayed in the normal row-and-column format on the worksheet.

- ❖ Open the database that contains the table that is to be copied.
- ❖ Open the table that is to be copied in **Datasheet View**.
- ❖ Select the records from this table by clicking the **Records Selector** button.
  - This is the gray area in the upper-left hand corner of the datasheet.
  - It is just to the left of the column headings.
- ❖ Click the **Copy** button on the toolbar.
- ❖ Open the **Microsoft Word** application program.
- ❖ Click the **Paste** button. The information should appear in the **Word** program in table format.
- ❖ Click the **Smart Tag** at the bottom of the table to determine which **Paste Options** to use.
- ❖ Follow the same procedure to copy the data in the table to **Excel**.
- ❖ This time click the drop-down arrow for the **Smart Tag** and choose **Match Destination Formatting**.