


PUBLISHING AN ACCESS REPORT IN WORD

This section is designed to show you how to create a report in Microsoft Access and publish it to the Microsoft Word program using the label format. Any report that is created in Access can be published as a Word document. Once the report has been published to Word, it is possible to make any formatting changes, such as headers and footers that you would for any other Word document. To create the labels, follow the procedure described in the Mailing Labels Report link.

- ❖ Open the **Employer Mailing Labels Report** from the **Jobs** database in **Display** view.
- ❖ Click the **Publish It With MS Word** button list arrow.
 - The **Publish** button is the one with the **Word (W)** icon on it (see illustration at right). 
 - This button only displays when the report is in **Display** view.
 - Click the drop-down arrow for this box, and choose **Publish It With MS Word** from the list of choices.
 - A file called **Employer Mailing Labels.rtf** will open in **Microsoft Word**.
- ❖ In this document, you can make changes to the labels, such as adding headers and footers and adding page numbers.
- ❖ Close the **Word** document. The Access report should now be displayed.

NOTE: It is also possible to analyze an Access report with Microsoft Excel. The steps are the same as for Publishing a Report in Word, but you can choose Analyze It With Microsoft Office Excel.