

Lesson – 7

Export Data

You can send the data from Access to many other applications like as MS Excel, MS Word, HTML, PDF, XML, Text etc.

This topic explains in detail how to export access data into other applications.

Export Data from Access

The steps in this section explain how to prepare for and run an export operation, and how to save the export settings as a specification for later reuse. As you proceed, remember that you can export data from only one application at a time. You cannot export all the data from whole applications at the same time.



