

Exporting Information

When you export an Access database object, you can save its information in a different format so that it can be understood and opened by different programs. For example, you might export an Access table to an Excel worksheet.

1. Select the database object you want to export in the Navigation Pane or open a database table and select only the specific records you want to export.

For example, you could export an entire table of customers or only the records for a few select customers.

Next you need to select where you want to export the data: Choose from Excel, SharePoint List, PDF or XPS, Word, Text File, or more formats—such as another Access database.

2. Click the **External Data** tab on the Ribbon and in the Export group click the button for the type of file to which you want to export.

The Export dialog box wizard appears. By default, Access will create a new file—named the same as the object you’re exporting—to hold the exported data.

3. Browse to the appropriate drive and/or folder where you want the new exported file to be saved.

Tip: If desired, you can also edit the name of the new file by changing it at the end of the file path found in the File name box.

Now you need to specify export options:

- Export data with formatting and layout.
- Open the destination file after the export operation is complete.
- Export only the selected records.

4. Select desired export options and click **OK**.

Access copies the data to the new location, but doesn’t delete it from the old database.

Tip: When you finish exporting, Access will ask if you want to save the steps so you can repeat them in the future. Select the **Save export steps** option and click the **Save Export** button. To access the saved steps in the future, click the Saved Exports button in the Export group.

Exercise

- **Exercise File:** Advanced.accdb
- **Exercise:** Export the tblCustomers table to a new Excel workbook. Export data with formatting and layout and choose to open the destination file after the export operation is complete. Don’t save the export steps.

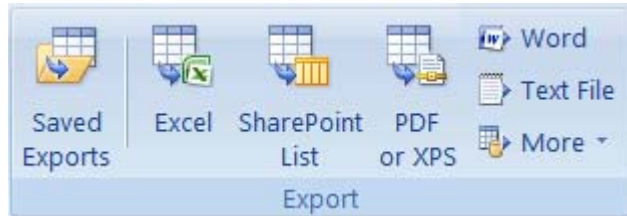


Figure 12-7: The Export group.

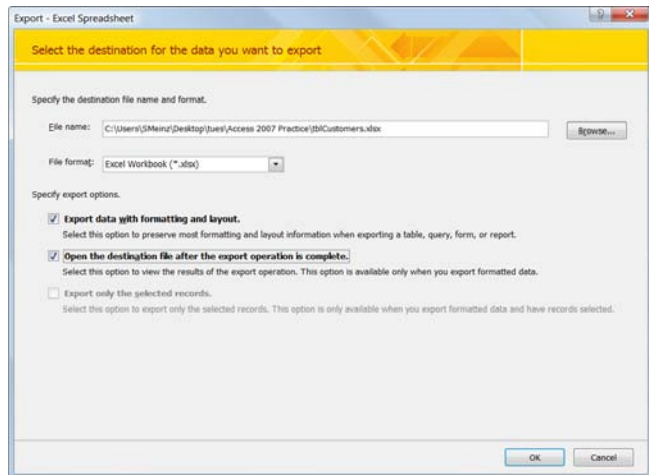


Figure 12-8: The Export dialog box.

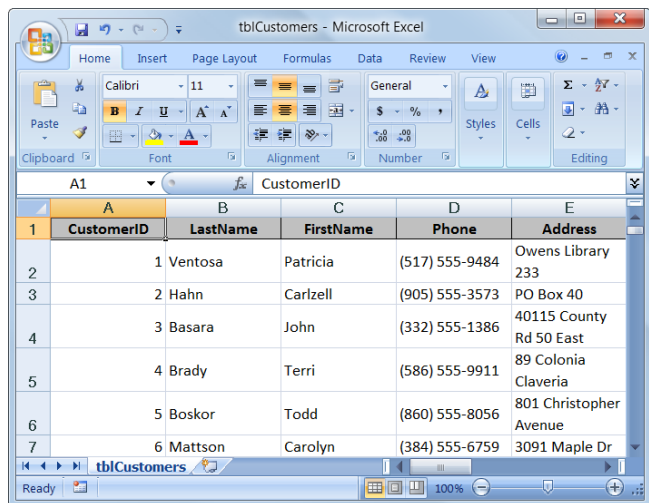



Figure 12-9: Access table data exported to Excel.

5. Click **Close**.

 **Other Ways to Export Data:**

In the Navigation Pane, right-click the database object you want to export, point to **Export**, and select the type of file to which you want to export.