FastCourse Series

Access Chapter 10: Importing and Exporting Data Using Word, Excel, and HTML

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Learning Objectives

- After studying this chapter, you will be able to:
  - Convert Access 2019 files to previous Access formats
  - Host Access files in SharePoint
  - Attach files to database records
  - Integrate Access data with Word and Excel
  - Display Access data on the web

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Saving Access Files to Earlier Formats

- Access identifies the version of the file in the title bar:
  - Database (Access 2002–2003 file format)
  - Database (Access 2007–2019 file format)
- Access 2019 enables you to save files in:
  - Access 2002–2003 file format
  - Access 2007–2019 file format

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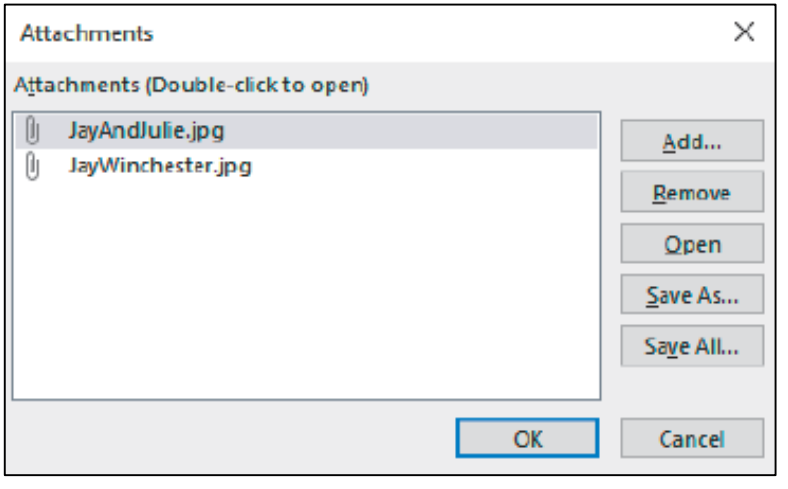
Attaching Files to Database Records

- Attaching, rather than embedding, reduces the size of the database.
- Fields are created with an Attachment data type.
- Attach any type of file to a database record and open it from the database.



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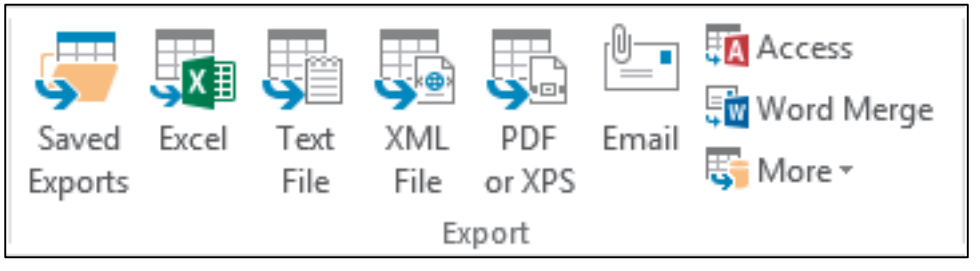
Integrating Access with Word

- There are several ways to share data between Access and Word:
  - Using copy and paste
  - As a linked file
  - Via Mail Merge
- Additional Export tools are available on the External Data tab.



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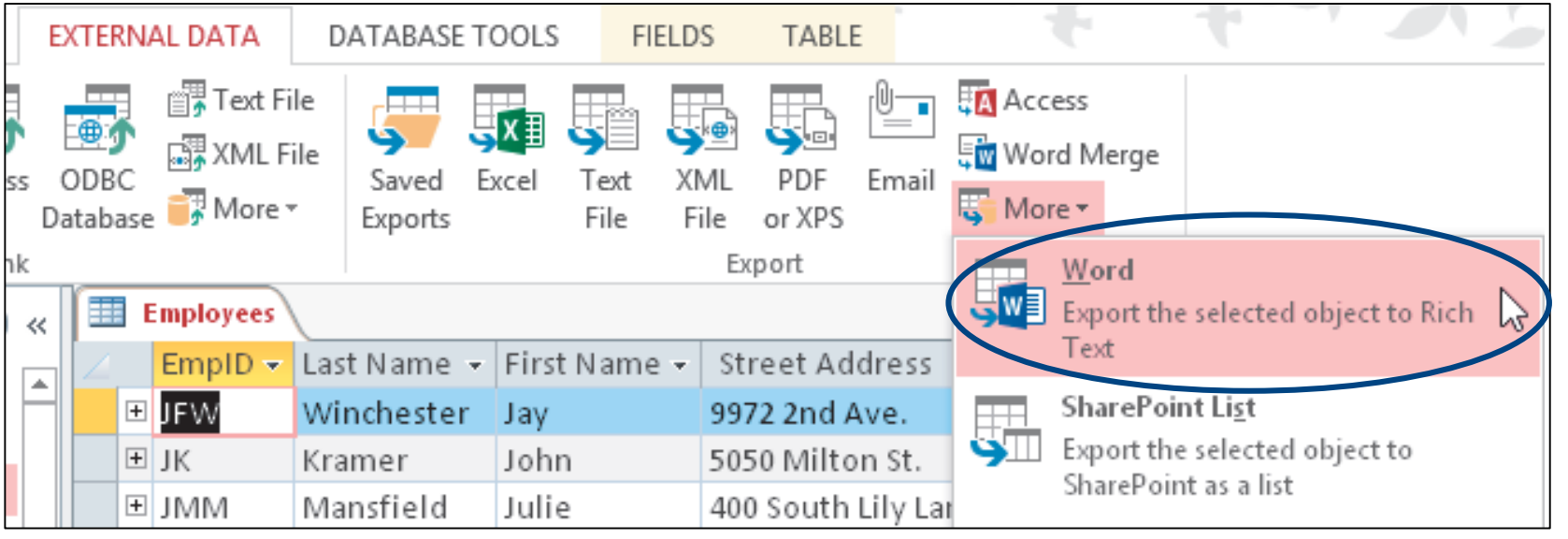
Publishing Data to Word

- Choose External Data→Export→More.
- Click on Word.



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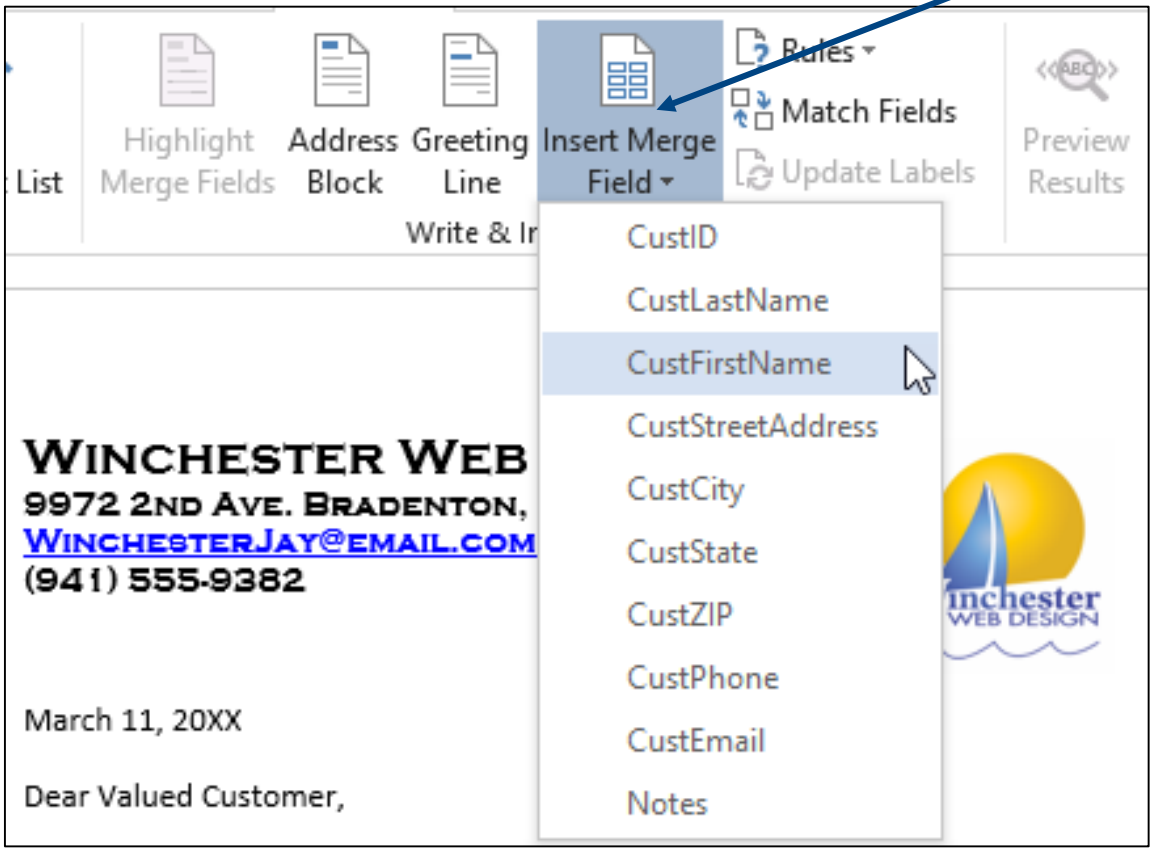
Merging Access Data with Word Docs

- Access is an excellent data source for a Mail Merge in Word.



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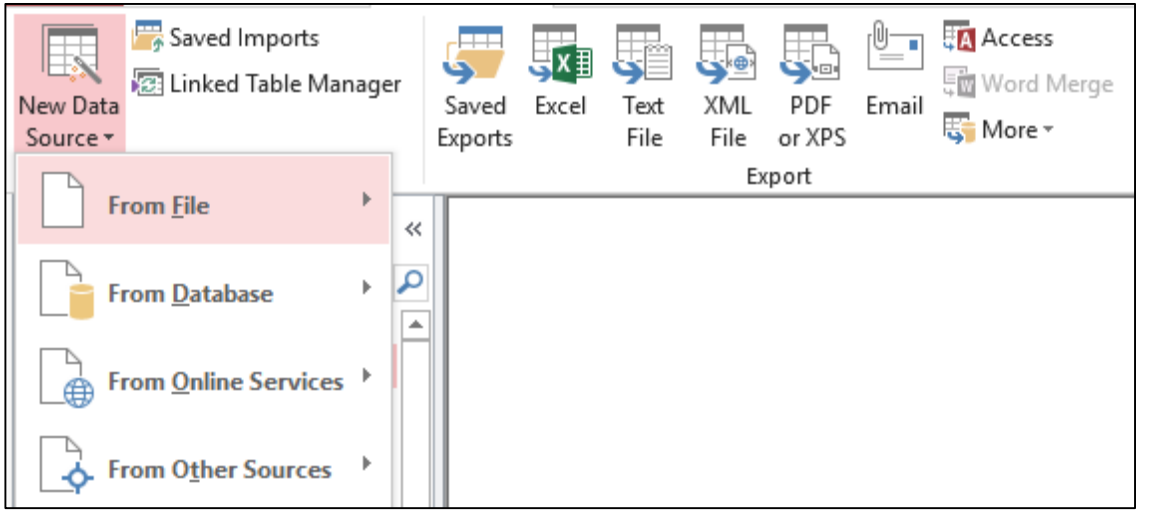
Importing Data from Excel Files

- Use the External Data tab.



- Imported files are not linked, so changes do not impact the original file.
- Data can also be exported from Access into Excel.

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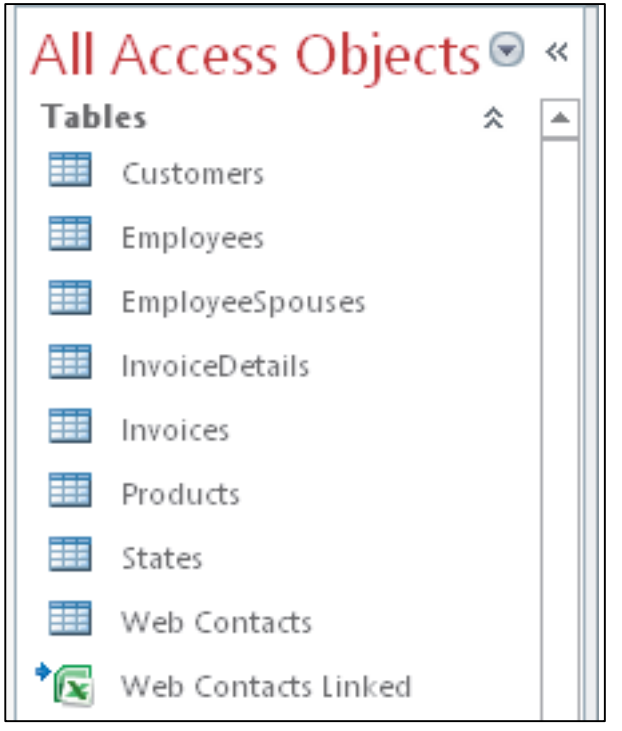
Linking an Excel Worksheet to Access

- Excel spreadsheets can be linked to Access.
- Any change in Excel is reflected in Access.
- The linked spreadsheet is shown as a table object.



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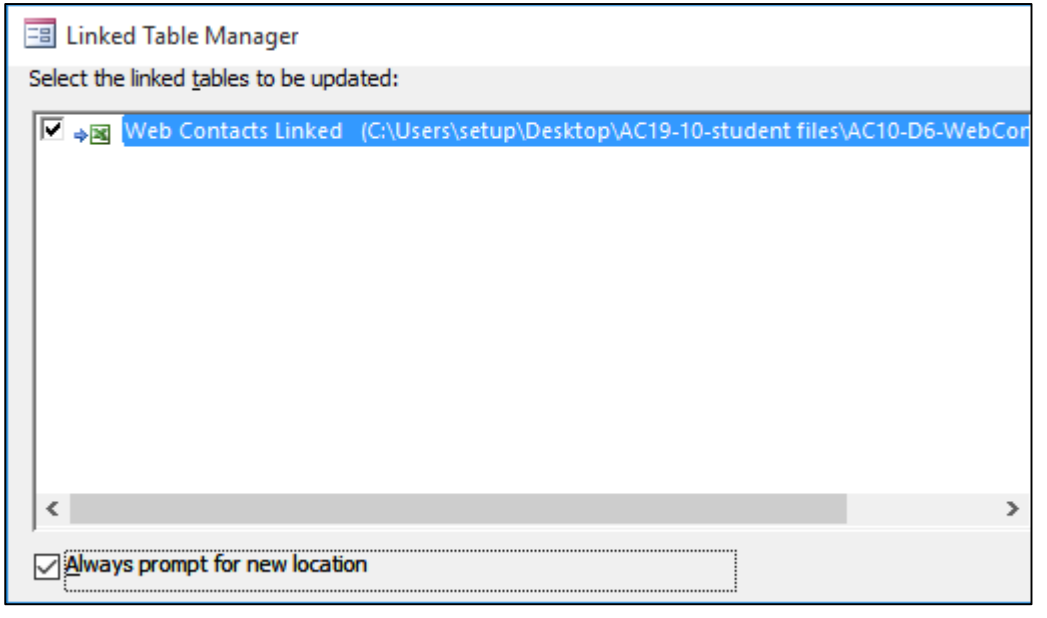
Fixing Broken Links

- The Linked Table Manager helps locate and redirect Access to a linked file that can't be located.
- Choose External Data→Linked Table Manager.



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Displaying Access Data on the Web

- Access allows you to store data on a SharePoint site or as an HTML file for web access.
- HTML data is not updated automatically.
- Access allows you to import an HTML file into a new or existing table.

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Adding Hyperlinks to Database Objects

- Hyperlinks can be created in forms and reports to:
  - Open an external website.
  - Launch another application and open a file.
  - Add a new table field for a customer's email address.

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