

7.04 Export

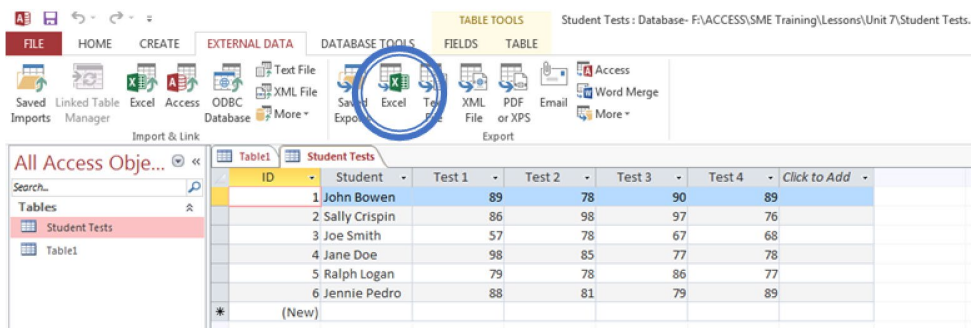
Total Points: 10

Now, let's do the reverse and export a database file into a spreadsheet file. The process is similar to importing.

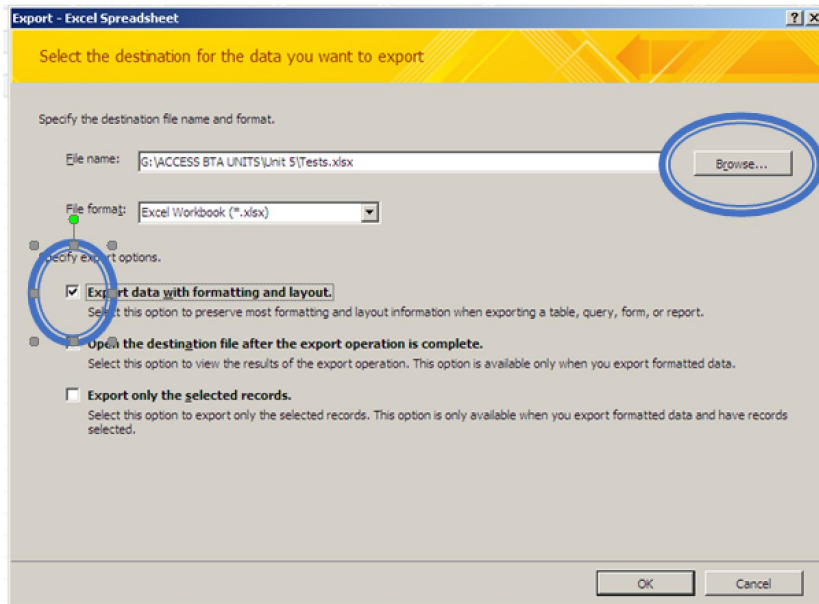
There are two versions of 7.04 Export Assignment – one for Microsoft Access and the other for OpenOffice Base; below are the instructions for using Microsoft Access to complete this assignment.

Instructions if you're using Microsoft Access:

1. Open your database software and open the “Student Tests” file from Task 1.
2. Click on the External Data tab.
3. Select Excel under the Export section.

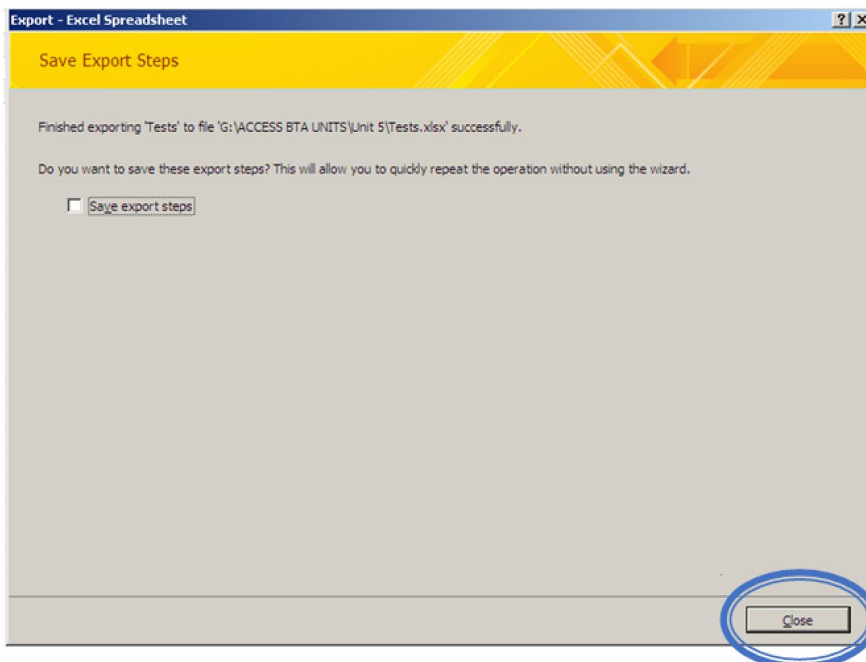


4. Select Export data with formatting and layout.
 - a. Use the defaults for File Name and File Format.
 - b. Make sure you know where the file is being saved to in the File Name box. If you want it in a different location, select the browse button and select the file folder where the new Excel file to be exported.

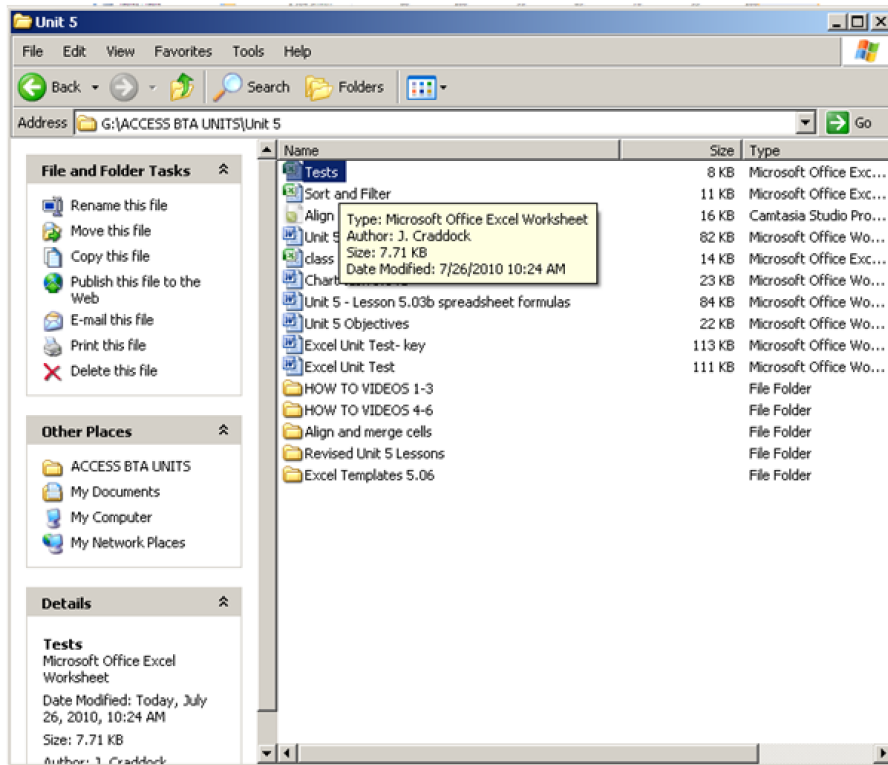


5. Click OK

6. Click Close



7. Now go to the file folder where the file was exported to and open it.



8. This is the new file.

Tests - Microsoft Excel

	A	B	C	D	E	F	G	H	I
1	ID	Student	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7
2		1 Joe Smith	80	100	93	89	70	95	100
3		2 Ann Thomas	92	85	89		65	92	69
4		3 Frank Hardy	95	90	88	91	90	98	78
5		4 Mary Sims	76		90	89	87	90	94
6		5 Mike Wilson	74	90	89	90	74	90	
7									
8									
9									
10									
11									
12									