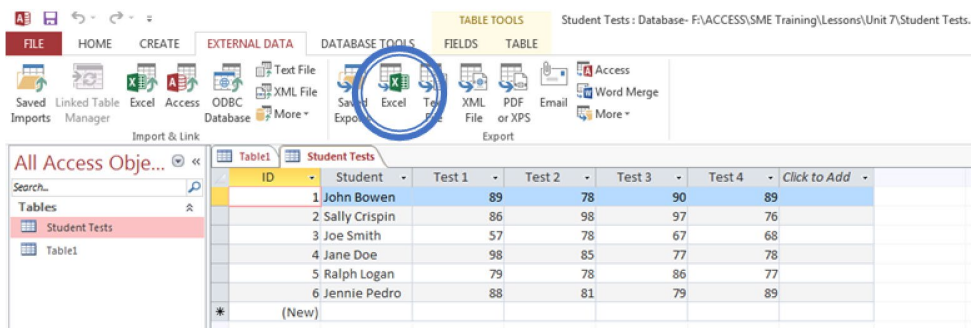# 7.04 Export

Total Points: 10

Now, let's do the reverse and export a database file into a spreadsheet file. The process is similar to importing.
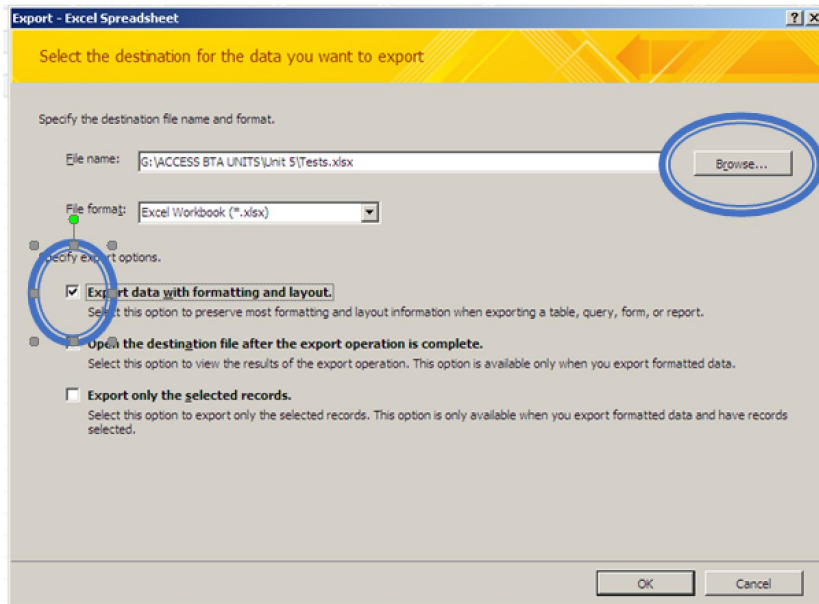
There are two versions of 7.04 Export Assignment – one for Microsoft Access and the other for OpenOffice Base; below are the instructions for using Microsoft Access to complete this assignment.

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.
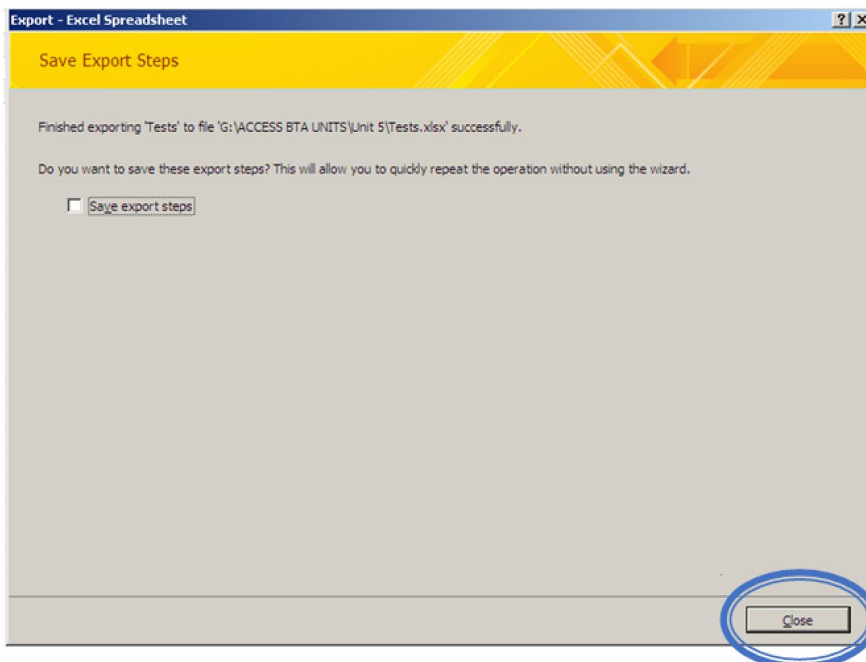
3. Select Excel under the Export section.

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.
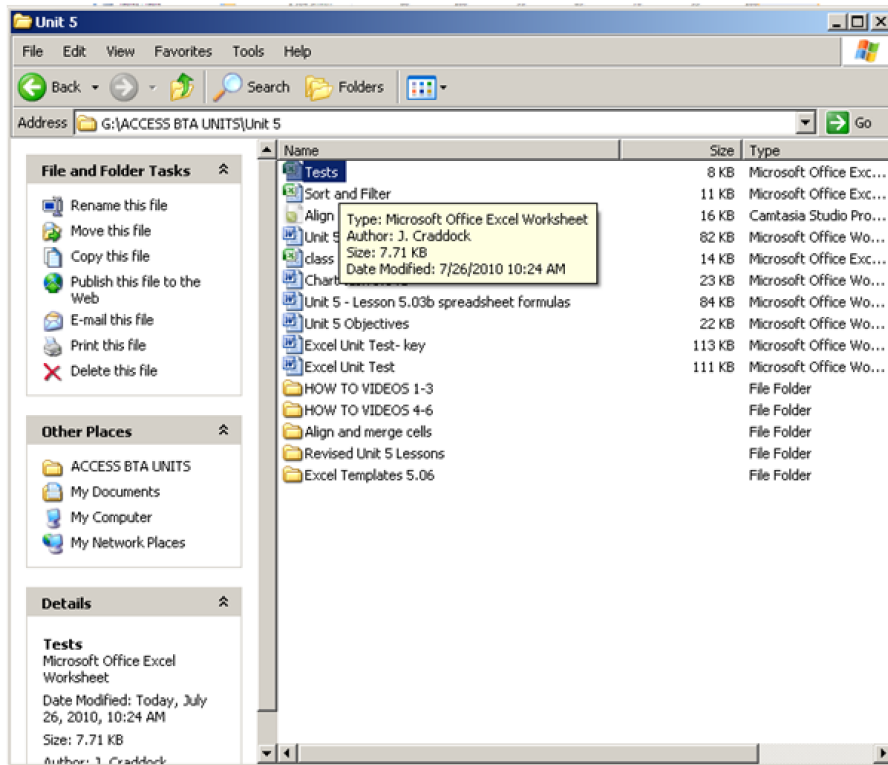

5. Click OK

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.