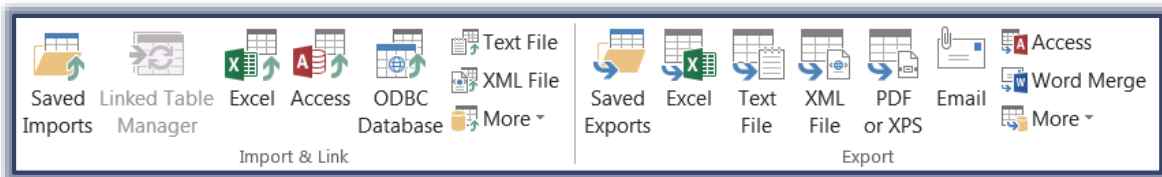


Access Ribbon – External Data

The External Data Tab is used to Import and Export data from one program to another. Imports and Exports can be made using Excel, Access, plus many other programs. This table lists and describes each of the groups and items on the External Data Tab.



Groups/Buttons	Description
Import & Link Group	
Saved Imports	This button is used to view and run an import operation that was saved previously.
Linked Table Manager	This feature is available when a table imported from Excel or another program is linked to the program. It assist the user when managing the table.
Excel	To import data from or link to an Excel file, click this button.
Access	Use this button to import data from or link to another Access database.
ODBC Database	To link to or import data from an ODBC database, such as a SQL Server, select this option.
Text File	This button is used to import data from or link to a delimited or fixed-width text file.
XML File	Use this button to import an XML file.
More	Click this button to display a list of additional formats from which data may be imported from or linked to.
Export Group	
Saved Exports	This button is used to view and run an export operation that was saved previously.
Excel	To export the selected object in Access to an Excel worksheet, click this button.
Text File	To export a selected object to a text file, click this button.
XML File	This button is used to export a selected database object to and XML file.
PDF or XPS	Click this button to export the selected object to a PDF or XPS document file.
E-mail	Use this button to send the selected object in different formats, such as Rich Text Format (RTF), PDF format, or an Excel workbook.
Access	Click this button to export the selected object to an Access database.
Word Merge	This button is used to specify a database table or query as the data source for the Microsoft Word Mail Merge Wizard.
More	Click this button to display a list of additional formats into which a selected object may be exported.