

Integrating Access with Word and Excel

Access has powerful features for storing and managing data. The information stored in an Access database can be exported to Word to create mail merge letters, envelopes, labels and directories. Database information can also be exported into an Excel spreadsheet. In reverse, Excel information can also be imported into Access.

Course Length

2 hours

Course Objectives

1. Import an Excel spreadsheet into Access
2. Export an Access table into Excel
3. Know how to create various Word mail merges utilizing data from Access

Course Lessons

- Import an Excel file as a table into Access
- Export an Access file into Excel
- Create a mail merge letter in Word utilizing an Access database
- Create mail merge envelopes in Word utilizing an Access database
- Create mail merge labels in Word utilizing an Access database
- Create a mail merge directory in Word utilizing an Access database

Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resources.

