

Importing and Exporting

Basics – demoing in Office 365 Insiders version

External Data	Import & Link, Export
Import & Link	Saved imports, Linked Table Manager, New Data Source
Linked Table Manager - Add	Select data source: SQL (Server/Azure) Access Excel Custom (Text, Dynamics, SharePoint List, ODBC)



Importing and Exporting

New Data Source – new table, append, link

From File	Excel, HTML Document (for interfacing with Web Apps), XML File (new element-centric only), Text File
From Database	Access, From SQL Server, From Azure Database, dBase File
From Online Services	SharePoint, From Dynamics 365, From Salesforce, Data Services
From Other Services	ODBC Database, Outlook Folder



Importing and Exporting

Export	
Saved exports	Email
Excel	Access
Text File	Word Merge
XML File	PDF or XPS
More	Word SharePoint List ODBC Database HTML Document dBase File



Importing and Exporting

From code	
Saved Imports	ListSavedImportExports manipulate XML
DoCmd	OutputTo RunSavedImportExport SendObject TransferSpreadsheet TransferDatabase TransferSharePointList TransferSQLDatabase TransferText
Macro	EmailDatabaseObject, ExportWithFormatting, Import..., RunSavedImportExport



Importing and Exporting

RESOURCES

<https://support.office.com/en-us/article/Introduction-to-importing-linking-and-exporting-data-in-Access-08422593-42dd-4e73-bdf1-4c21fc3aa1b0>

<https://support.office.com/en-us/article/Link-to-or-import-data-from-Salesforce-7375ffb6-1d6a-46f1-bb0c-c6ac3c58f5a0>

<https://support.office.com/en-us/article/Import-or-link-to-data-in-a-SharePoint-list-65BF7B03-74BF-445C-959A-24B7A401DDEE>

<https://support.office.com/en-us/article/use-external-data-with-access-756a8394-2a07-4dc3-9267-01ec841304b8>

Maria Barnes
Barnes Business Solutions, Inc.
mbarnes@BarnesBusinessSolutions.com
630-715-4452
@mbarnesatbbs

Register at www.BarnesBusinessSolutions.com to get an informative newsletter via email each month!

