Office Links

On some occasions you may need to email someone data from your Access database.   This is not as easy as attaching either an Excel or Word file.
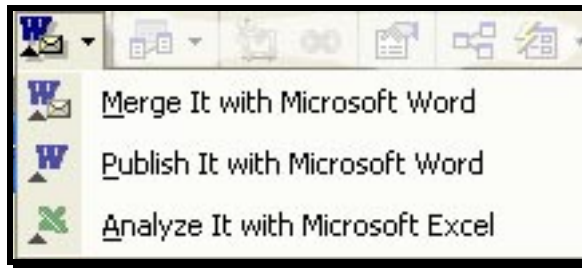
Because the query and report objects are part of the .mdb file, you can not pull one object out to email. What you can do is use Office Links to create a Word or Excel file containing the requested data and attach the file to an email.

In this exercise you will create a Word document from a query. The query we will use is **qryFirstOrdered**.

1. Open the **Customer** database.
2. Click on the **Queries** objects.
3. Select, but do not open **qryFirstOrdered**.
4. Click the Office links tool.

5. Select **Analyze It with Microsoft Excel**.

6. Enter the date parameters.
7. Excel automatically opens, displaying the data.

8. Save the file.

Below is an example of an Access report placed in Word using Office Links.   (Open the Access report in Print Preview, then select the Office Links feature and Publish It to Word.)