

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.

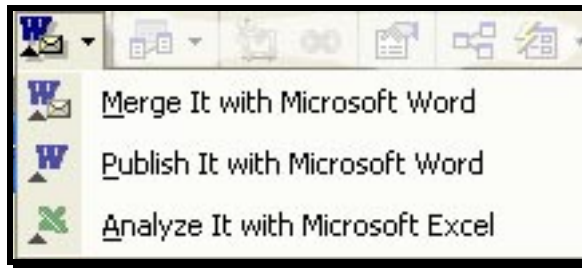
Because the query and report objects are part of the .mdb file, you can not pull one object out to email. What you can do is use Office Links to create a Word or Excel file containing the requested data and attach the file to an email.

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.

ST	CITY	CUSTOMER	SALES_ID	SMLAST	FIRST_ORDERED
NJ	Paterson	BIG CLEAN-UP	R012	Kravchek	2/27/2001
NJ	Paterson	EASTERN HOTEL SUPPLIES	R012	Kravchek	3/23/2001
WI	Milwaukee	Y-NOT MALT BEVERAGES	R014	Salenco	2/1/2001
WI	Brookfield	Y-NOT SPARKLING BEVERAGES	R014	Salenco	3/7/2001
MN	Minneapolis	CLEAN SWEEP, INC.	R014	Salenco	1/8/2001
MN	Minneapolis	EYE O'POTATO	R014	Salenco	1/17/2001
MN	Minneapolis	PETUNIA'S POTATO PRODUCTS	R014	Salenco	2/10/2001
IA	Des Moines	PAULTRY POULTRY COMPANY	R016	Zendowski	3/5/2001
IA	Iowa City	BABY'S BEEF	R016	Zendowski	3/29/2001
CA	Oakland	CALIFORNIA EATING SERVICES	R018	Izak	2/2/2001
CA	Los Angeles	MAKE IT NEW, INC.	R018	Izak	2/21/2001
CA	Los Angeles	NEW LOOKS, INC.	R018	Izak	3/28/2001
TX	Dallas	GLOBAL PRODUCTS, INC.	R019	Kimberly	1/16/2001

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.)

SALES	CUSTOMER	SALE
R010	JOSEPHINE'S HOTEL SUPPLIES	\$96,720.00
	PANZER COMPANY	\$97,325.00
	ROBERTSON FLOORS	\$97,050.00
	PANZER COMPANY	\$97,325.00