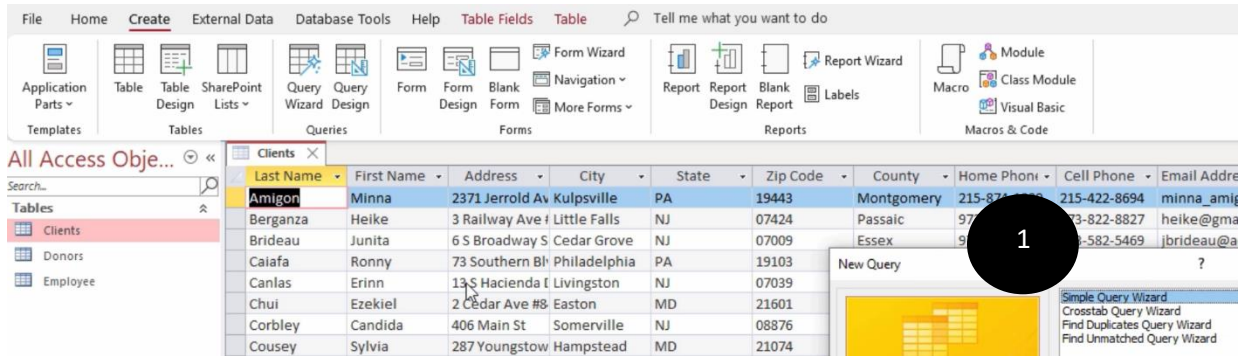
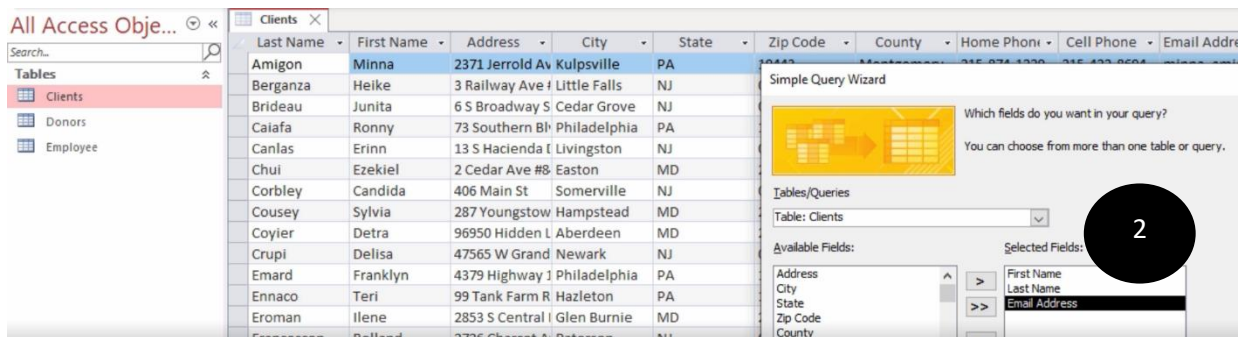


Lesson 3: Create Queries and Export Files to Excel

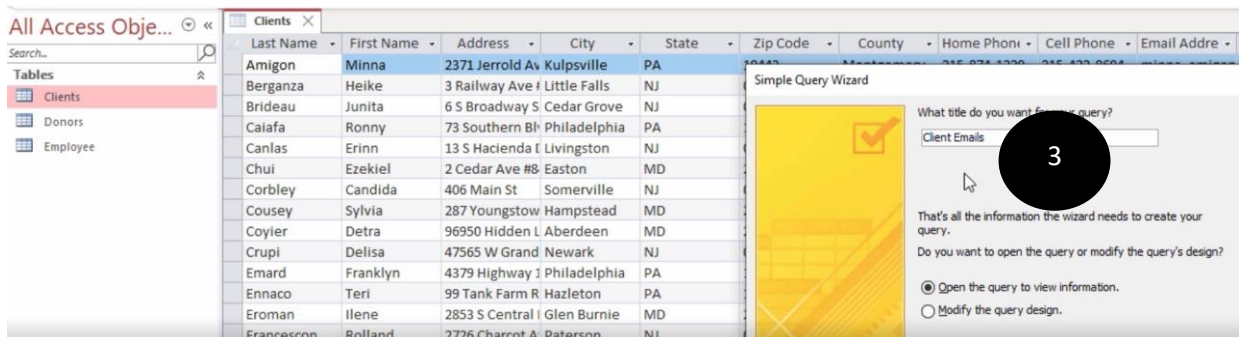
1. Go to the Client Table, then click on the Create tab and choose Query Wizard from the Queries Group. Choose Simple Query.



2. From the Query Wizard dialog box, choose First Name, Last Name and e-mail address.

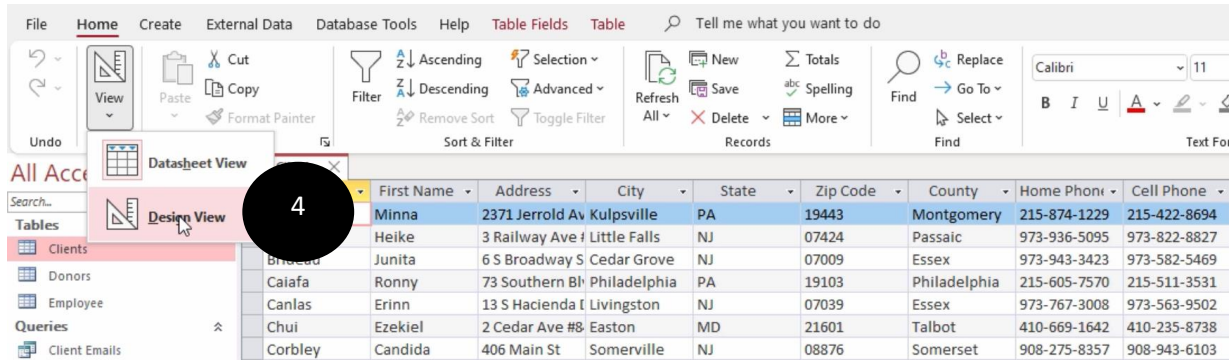


3. Click Next and rename the Query, "Client Emails"; then click Finish.

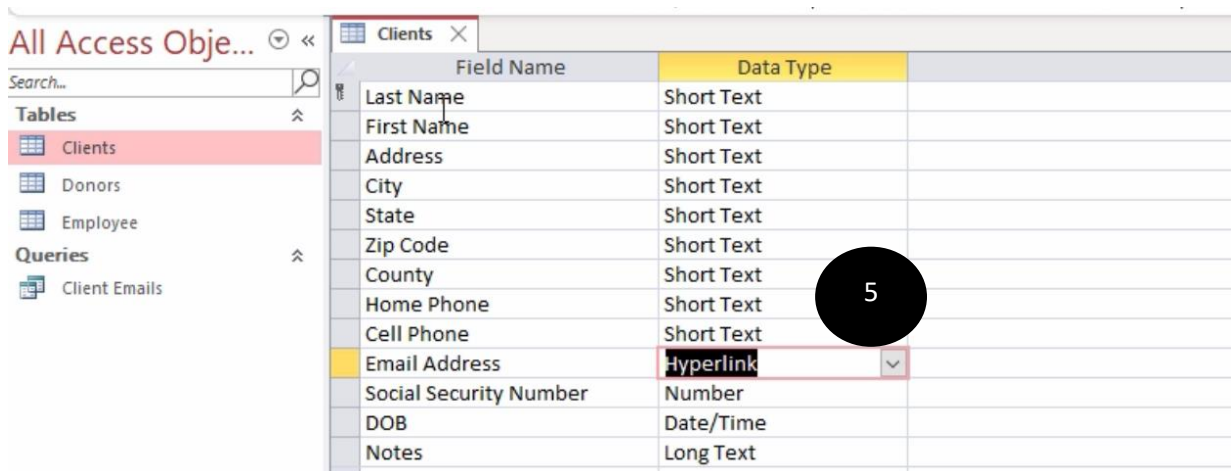


Let's expand the column so it is easier to see. Save it, then close all the tabs.

4. Click on the Client Table, then click on Design View.

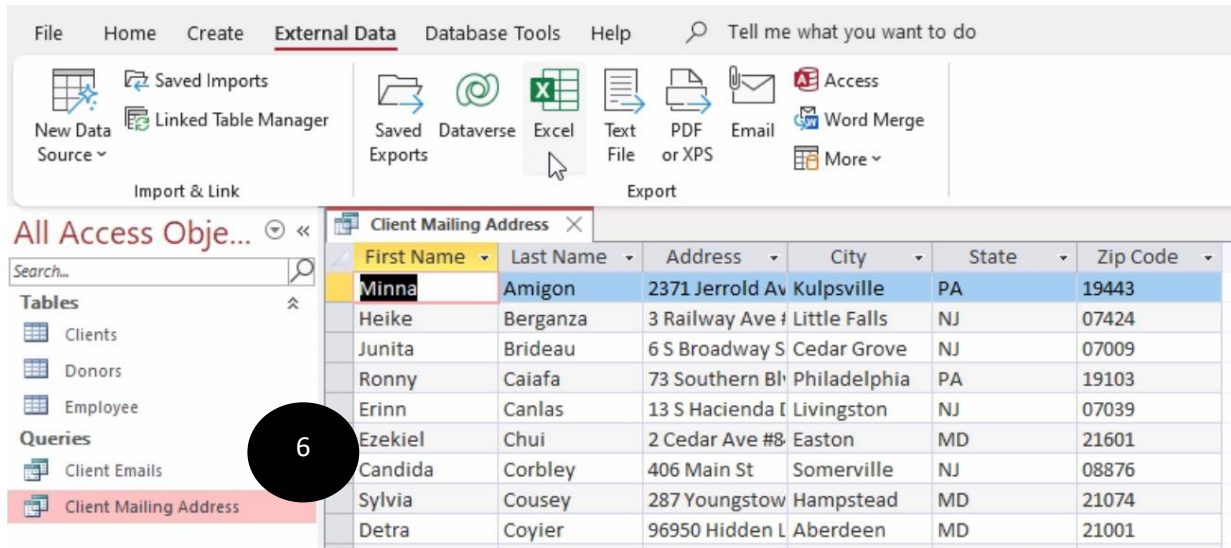


5. In Data Type, use the down arrow to change it to Hyperlink. Then right-click on the Clients tab and save it; then close it.



Exporting data to Excel

6. Double-click on the client mailing address Query, click on the External Data tab, and choose Excel under Export.



7. Under "Specify the file name and format", choose a location for where you want the file to be exported to. In this example, the file location is already selected. Under "Specify export options", check off the "Export data with formatting and layout" and the second option that opens the file after it has been exported; click OK.

