

How can you export data in Excel format?

Follow the below steps to export data in Excel format:

- Click on toolbar and follow the External Data tab.
- Now, go to Excel on the Export group.
- After that excel spreadsheet dialog box will be opened on your screen.
- Now, it is required to provide destination of the file name and format.
- Click OK. Now data will be exported to Excel spreadsheet.

Explain the importance of MS Access?

- MS Access provides easy import and export functions.
- Business people make use of MS Access.
- Programmers use MS Access. The programmers make use of the database.
- Most of the workplaces make use of MS Access to organize the companies data.
- Microsoft Access is implemented in schools and colleges to keep track of student's and teacher's data.
- MS Access is of low cost.
- MS Access is designed to integrate with other products of the Microsoft office tools.
- MS Access has Jet Database Format, which contains both the application and data in one File.
- Scalability and legacy data are some of the features of MS Access.