

Steps to export Microsoft Access data to Word documents

Access provides most of the features you would expect from a relational database management system. You can create tables, forms, queries, relationships, reports, macros, modules, etc. But sometimes, you may want to export data from Microsoft Access to Word.

Microsoft's Office suite has applications for many different tasks. So, for example, if you want to create a database, Microsoft Access has your back. Access provides most of the features you would expect from a relational database management system. You can create tables, forms, queries, relationships, reports, macros, modules, etc.

But sometimes, you may want to export data from Microsoft Access to Word. Learn how to do this with Tipsmake through the following article!

How Access exports objects to Word

Before teaching you how to export data from Microsoft Access to Word, you need to understand some basics. First, you can't export all object types from Access to Word.

Currently, you can only export tables, queries, forms, and reports. However, each object still has some limitations. Starting with records, Access exports only those records in the selected view. The application will not include all hidden data in a report. Similarly, Access can only export forms and data tables with subforms and subdatasheets.

The only way to solve this is to export every subform and subdatasheet. If you export the main report, you can export multiple subforms and subreports.

Second, you cannot export relationships, macros, modules, and graphical objects such as pictures and Microsoft Graph objects from Access to Word. Additionally, Access will only output results from expressions, not the expressions themselves.

Finally, there is no way to import data from Microsoft Access to Word. You have to start in Access, export your data to a new document, and then copy the contents and paste them into the existing Word document.

How to export access data to a Word document

Exporting Access data to Word requires the use of the built-in Export—RTF File Wizard. Sure, the tool has a lot of limitations around exporting Access data, but it's still better than nothing.

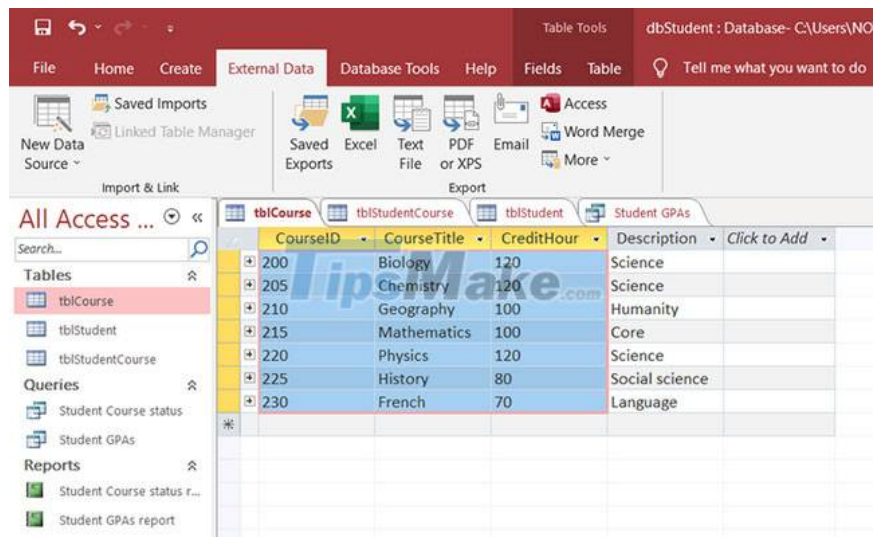
But if you find this tool too limited, you can search for some of the best free Microsoft Access alternatives instead. Otherwise, follow these steps to export data from Access to Word:

Step 1. Open your Access database.

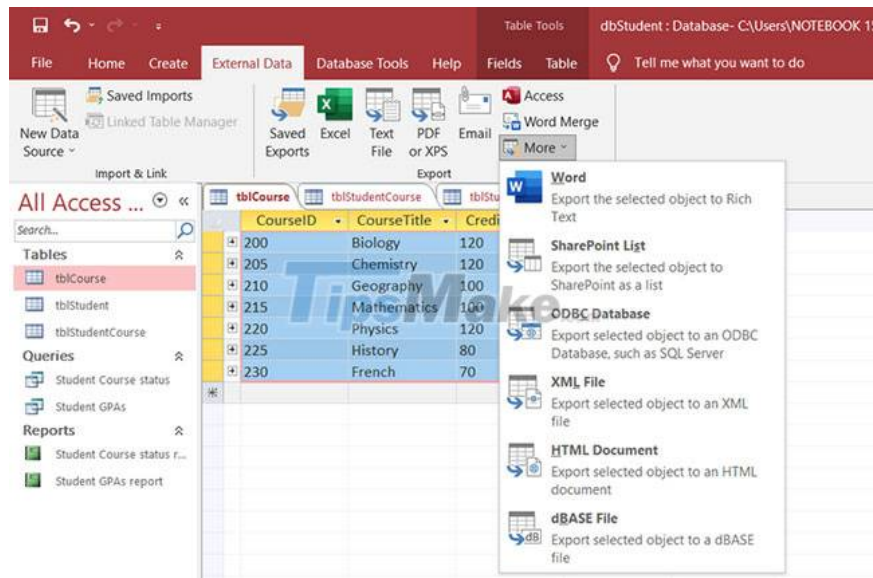
Step 2. Select the object you want to export in the **Navigation Pane**.

Step 3. Check the table, query, form, or report to make sure there are no errors. Access typically includes error indicators whenever it recognizes the error. This can include green triangles and a bunch of error codes. This step is important because Access automatically replaces error locations with null values ??after exporting the data.

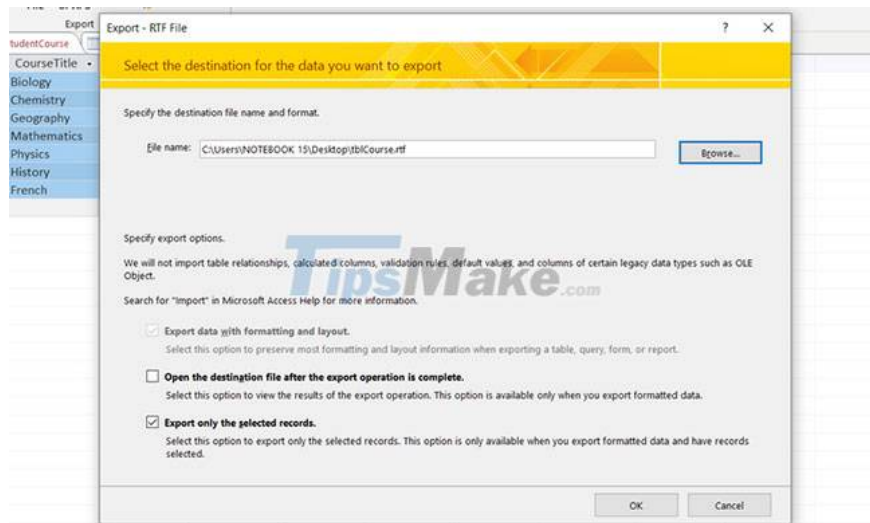
Step 4. Select a view or a piece of data to export. The best way to select data to export from multiple tables is to run MS Access queries. If you want to export all data from an object, skip this step.



Step 5. Click the **External Data** tab and select **More > Word** . The Export Tool—RTF File Export Wizard opens.



Step 6. In the **Export—RTF File Export Wizard** pop-up window , enter the file name and select the destination location.



Step 7. Select the **Open the destination file after the export operation is complete** check box if you need to.

Step 8. If you have selected certain data to export, select the **Export only the selected records** check box . Otherwise, leave the export all data in the object check box intact.

Step 8. Click **OK** to start the export process.

If a file with a similar name exists, you can choose whether Access overwrites the file or not. Select **Yes** to overwrite the file or **No** to choose a new name for the file in the pop-up window.

By default, Access creates a Microsoft Word Rich Text Format file with the RTF extension. To add Access data to a Word document, follow these steps:

Step 1. Open the RTF document.

Step 2. Copy all the contents of the document.

Step 3. Paste the data into the Word document.

If you find the Export—RTF File Export Wizard tool too tedious to use, there's an easier way. Copy data from an Access table, query, form, or report and paste it directly into your Word document.

Hope you are succesful.

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