

## 1. 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.

## 2. Tell some of the most important uses of MS Access?

Uses of MS Access:

- MS Access is used as frontend when the backend is product of ODBC compliant.
- MS Access is widely used for small database applications are based on web and hosted on IIS by making use of ASP.NET pages.
- Mainly, it is used by small firms and businesses, specific departments in large organizations and some people for developing applications on desktop for data applications.
- It can be used as RAD while developing standalone applications and prototype.