

LESSON

2

Key Terms

Knowing these terms will help you complete the exercises in this lesson.
Use this chart as a study guide when you review the lesson.

◀ See page TM36 for English Learner activity suggestions.

Key Term	Definition	Page Number
Destination file	The file into which information is inserted.	438
Export	Convert a file into a format that can be opened by another application.	439
Hyperlink	Text or images that link to another place in the same document or a Web page when clicked.	436
Import	To open a file that was created by a different application.	440
Link	To connect data between applications, so that any modifications in one application automatically change the data in the other application.	437
Source file	The file containing the information displayed by a linked object.	438
XML	XML (eXtensible Markup Language) is a markup language whose tags impose a specific structure and meaning on data without providing any information about how that data should be displayed.	439

Tech Tip

Hyperlinks can be inserted into Access reports, but a hyperlink in a report cannot be activated directly in Access. If you export the Access report to word, the link will become live again.

You Should Know

You cannot refresh links to Access tables if their names have been changed after they were linked. You must delete the current link and then create a new link.