

LESSON 3 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.

Key Term	Definition	Page Number
Embed	To insert a file into another file as an object, not just as data or text.	707
Export	To take data from one application to another, with the option of keeping the same formatting.	704
Import	To bring data from one application into another, with the option of keeping the same formatting.	702
Plain Text Format	A file format that allows the text to be read by different applications. In this format, text does not retain most of its original formatting.	706
Rich Text Format	A file format that allows the text to be read by different applications. In this format, text retains most of its original formatting.	705

Tech Tip
 To export a Word document that is a table to Access, first choose **Table > Convert > Convert Table to Text**. Then save the Word document as a text file.

You Should Know
 You can embed objects created in Word or Excel into an Access file.

Tips and Tricks
 The file extension for Plain Text Format is .txt. The file extension for Rich Text Format is .rtf.

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