

MS Access - Lesson 29: Summary of chapter 7

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Before moving on to chapter 8, make sure you understand the following:

- Access allows you to use any type of printer that can be used with Windows. Many existing printing options will depend on the type of printer.
- To change the printer you are using, select **Page Setup** from the **File** menu or click your **Page setup** tool or **Setup** button. The options in the Page Setup dialog box allow you to specify how you want the information printed.
- You can use the Page Setup dialog box to specify the type of paper, where it is located, how to orient paper and page margins.
- Access allows you to print a lot of table content easily. To make, select or display the table. Then, choose **Print** from the **File** menu or click your mouse on the **Print** tool.
- You can print an easy report that describes as a database object, such as a table. To do so, select **Analyze** from the **Tools** and **Documenter menu** from the submenu results.
- Print Preview is a feature that allows you to view printed data on the screen before you send data to the printer.

In Chapter 8, you will learn how to create a simple reporting structure with Access.

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