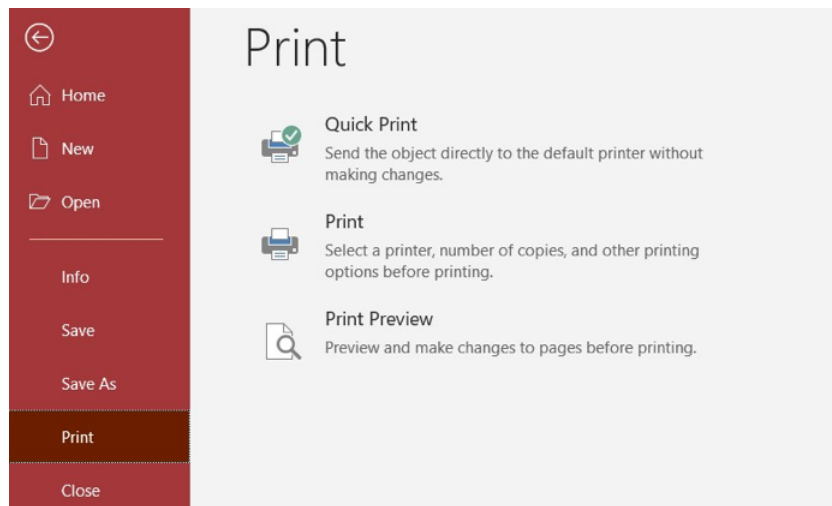


13.17: Printing Records

Learning Outcomes

- Preview and print records

Previewing and printing objects in Access follows the same paradigm as most Office applications. Selecting “File” – “Print” opens a dialog box as shown in the example below.



“Quick Print” sends the print request directly to the printer without any other options presented. “Print Preview” displays the print as it will be rendered and printed. “Print” offers all of the usual options from the Office suite such as: Print Range, Copies, Collate, Printer, Properties, Margins, etc.

Practice Question

<https://assessments.lumenlearning.com/assessments/18776>

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