FIGURE J-16: Resizing a column in Datasheet view

Sales Goal and Manager ID values changed for Grace Holmes
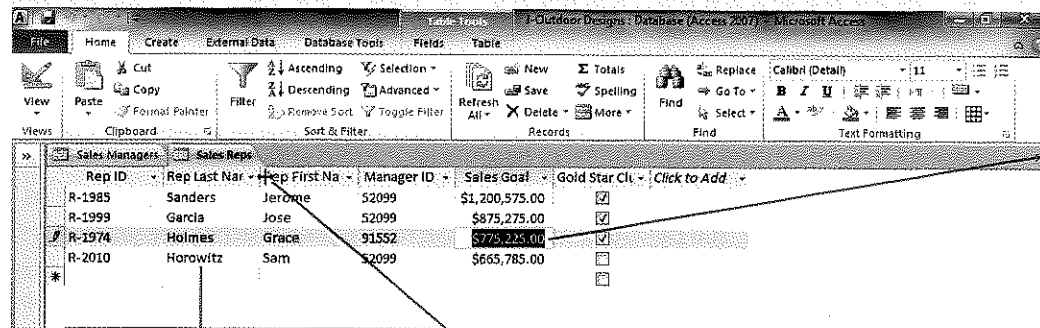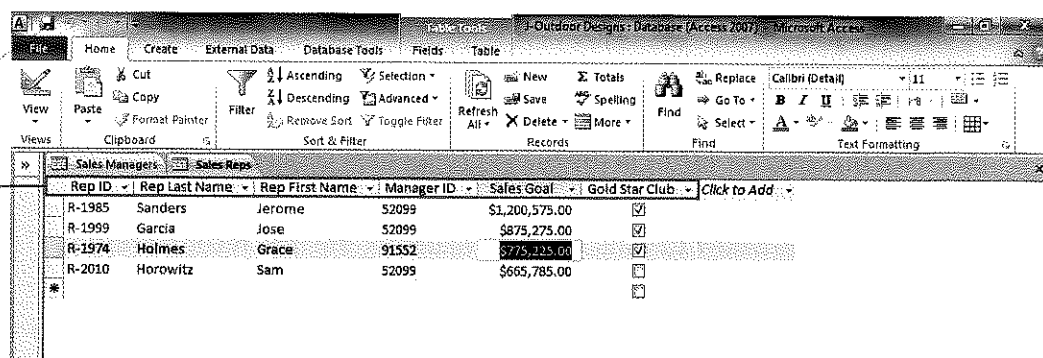
Sam Horowitz information replaces David Chung information in last record

Double-click border between two columns to change width to fit widest field or field value

FIGURE J-17: Edited records in Sales Reps Table in Datasheet view

All field names are visible after resizing columns

Printing objects in Access

If you want to print information from a database, you would usually create a report that includes selected fields, then print it. However, there might be times when you want to print a datasheet or form. To print any object in Access, select the object in the Navigation Pane, click the File tab, then click Print. The Print page opens in Backstage view and displays three print options. Click Quick Print to print the object using default print settings. Click Print to open the Print dialog box, which lets you adjust print settings. Click Print Preview to preview the object with its default settings. In Print Preview, you can use the tools on the Print Preview tab to adjust settings, then click the Print button when you are ready to print.

Creating a Database