

Chapter 13**Output data**Your already know how to:

- Print a document
- Print a presentation.
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In this chapter you will learn how to:

- **print a draft copy of the final version of a document**
- **print e-mails with a file attachment**
- **print a table, query or report in a database**
- **print a database relationship diagram**
- **print slides presenter notes and audience notes in a presentation**
- **print file structures**
- **print a graph or chart**
- **change chart colors to print in black and white**
- **Change a presentation to print in black and white.**

13.1 Printing a draft copy or final version of a document:

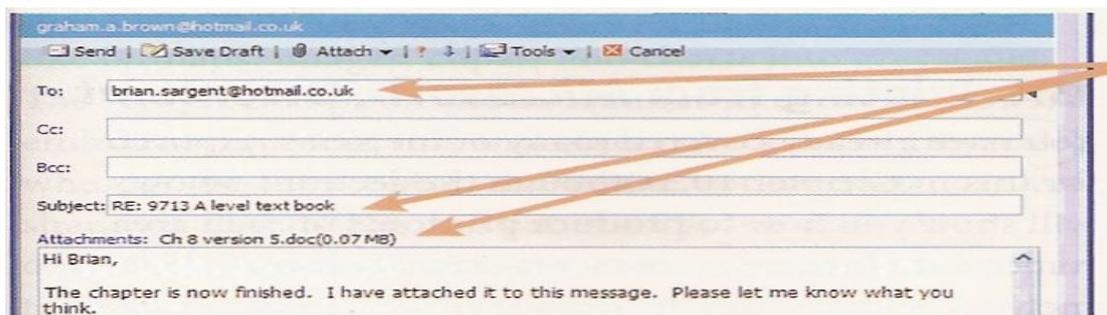
There is often no difference between a draft copy and a final copy of a document in terms of the way that it looks.

In some cases draft documents may be produced to a lower quality than final copies, in order to save on expensive printer consumables. In the practical examinations there will be **no need** to change your printer settings or include watermarks on your documents, unless you are asked to do so in the question paper.

13.2 Printing e-mails with a file attachment:

Open your e-mail browser or editor. Enter the address or addresses and the subject line and attach the file to the e-mail. The details of the file **attachment should be visible within the window**, along with the other items entered. The examiners will check very carefully that each of these items is present and correct. In this example the address, subject and attachment are all clearly visible.

If you need to send evidence of this as part of the practical examination, copy the screen using <Alt> and <Prt Scr>, before pasting this into a document.



13.3 Printing from Microsoft Access

Although the sections below show you how to produce printouts of each area, Remember that screenshots can be one of the most effective forms of evidence, although documents containing a number of screenshots can soon become extremely large. This can give problems such as not having enough memory to work on the file; not having enough space to store the file; it taking a long time transfer the file when it is sent; and the file slowing down (or even crashing) a printer if it does not have enough memory installed,

Print a table or query:

Open the table or query, and copy and paste the data into an evidence document. This document can be saved, transmitted or printed. A table or query can be printed directly from Access by right mouse clicking on the table name or query name and selecting Print from the drop-down menu. Printing from both of these produces the raw data with no formatting. If improved presentation, grouping or other features are required, then you need to create a report from the query and use one of the following methods.

Print a report

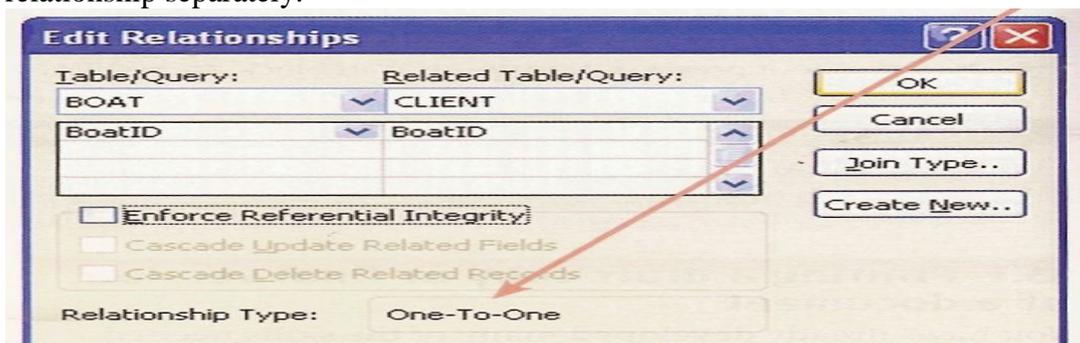
This can be completed in a similar way to tables and queries. The report can be opened and printed using File, then Print..., or printed by right mouse clicking on the report name and selecting the Print option from the drop-down menu. Reports can be exported for inclusion in an evidence document as outlined in Chapter 11.

Print a database relationship diagram

Open the Relationships window from within Access using the **Tools** menu, **Relationships**.... The relationships that you have created will be visible as a line linking two fields, one from each table. To show the type of relationship, right mouse click on the line and select **Edit Relationship**. This opens the Edit Relationships window.

Taking screenshots of this will show the examiner that you have selected the right join types from the correct fields.

If there is more than one relationship in the database, you will need to screenshot each relationship separately.



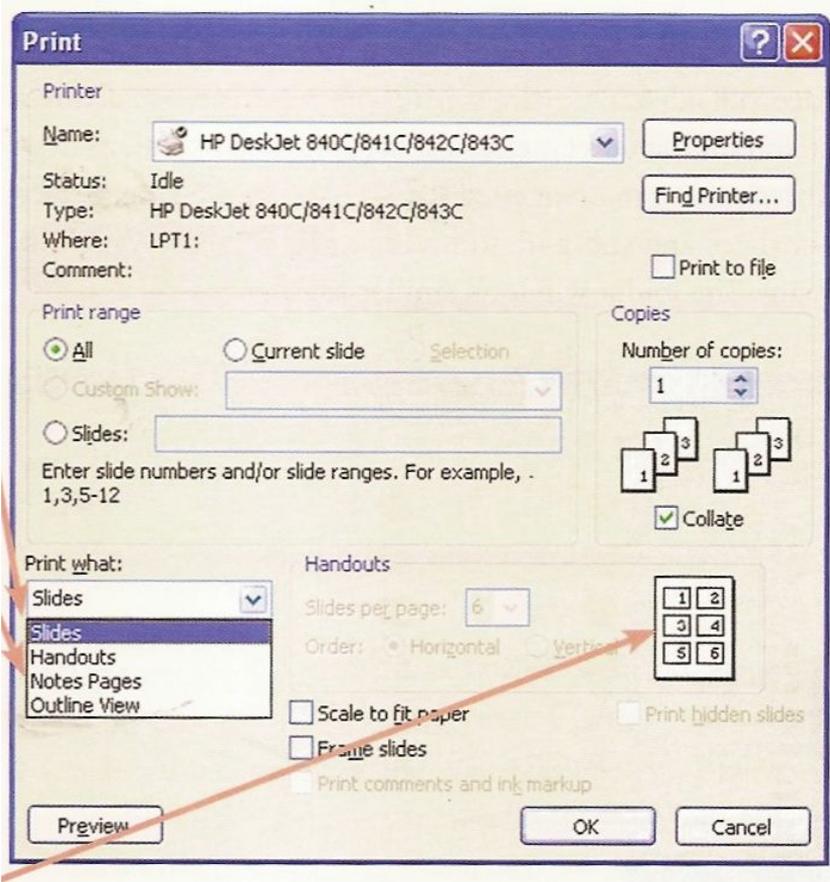
13.4 Printing from Microsoft PowerPoint

The practical examinations. For all of the printing options from PowerPoint select the [File menu](#), and then print....

Print slides

Print presenter notes In the Print what: section, select [Slides](#). This will print only the slide(s) content with no additional notes or space.

In the Print what: section, select [Notes Pages](#). This will print the slide(s) content together with the presenter notes that you have inserted in the Notes section for each slide.



Print audience notes

In the Print what: section, select [Handouts](#). This will give you several options to select from in the handouts section. Decide upon the format for your notes pages. Select 6 Slides per page: if you wish to maximize the number of slides on a page that can be read easily, without the space for notes.

If you wish to give your audience the chance to write notes about your presentation, select 3 Slides per page. This will show three slides and give space alongside each one for note taking, like this.



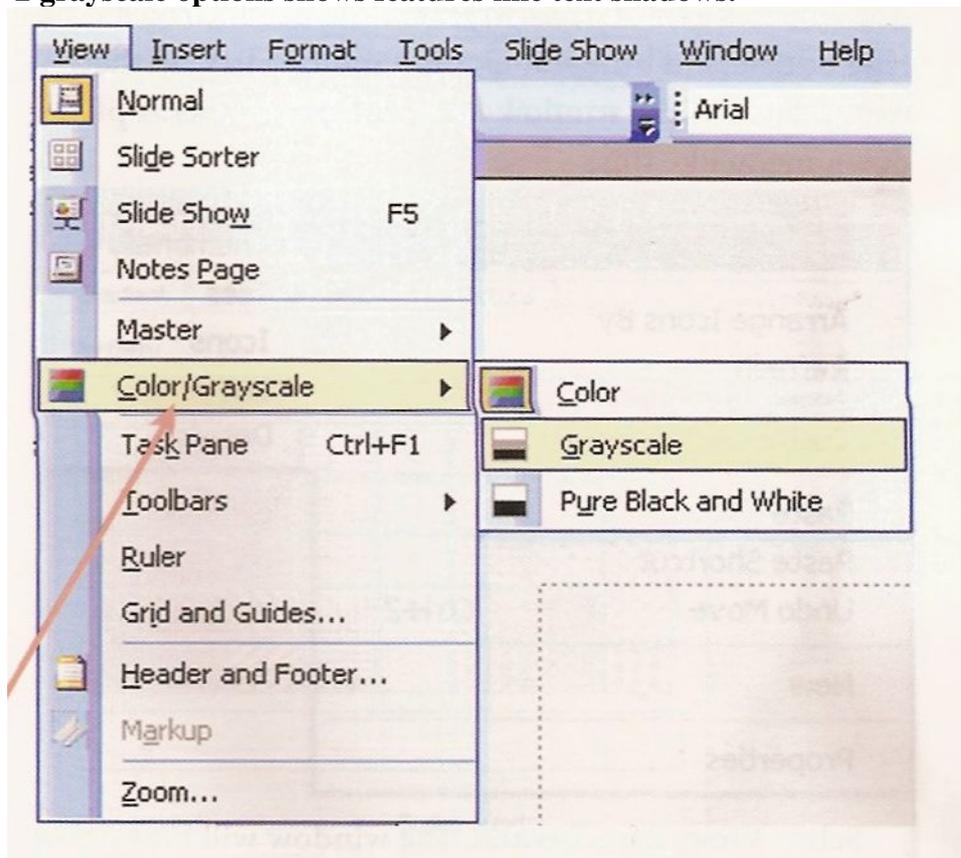
Change a presentation to black and white in power point:

To change a presentation from color into black and write, open an existing presentation. Select the **View** menu

Then **Color/Grayscale**. There are two variations:

1 pure black and white option does not show any effects

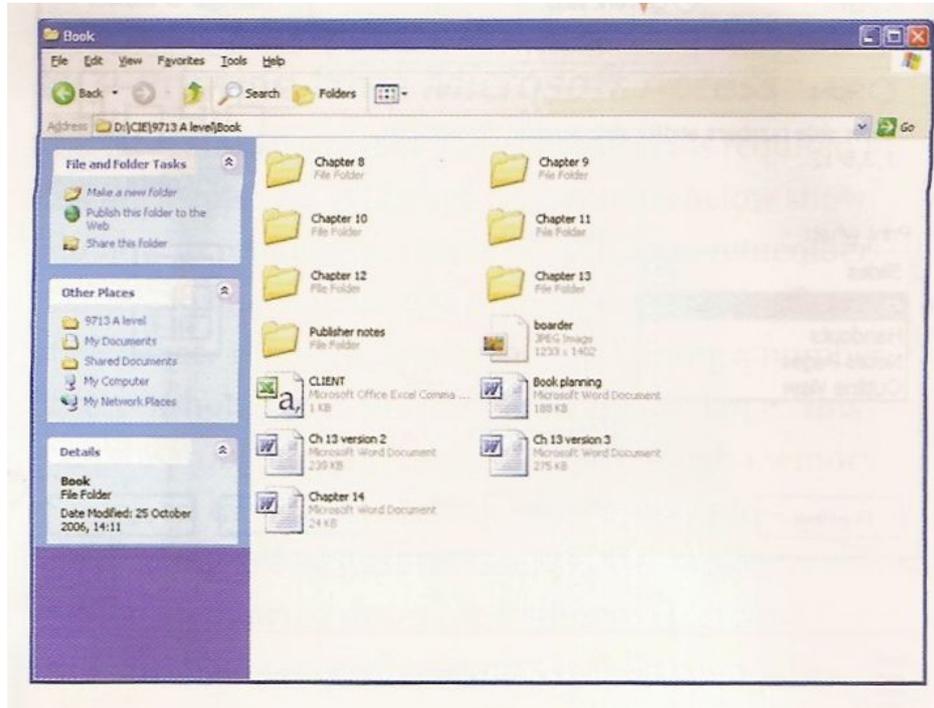
2 grayscale options shows features like text shadows.



13.5 Printing file structures

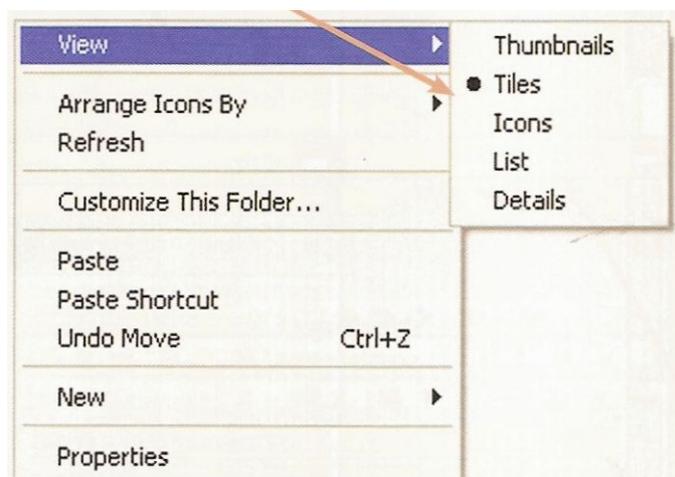
The best place to examine and print file structures is using My Computer within the Windows environment. My Computer is more versatile than using an applications package because it automatically shows all files types, whereas an applications package like Microsoft Word would only show text files or document files in its default settings.

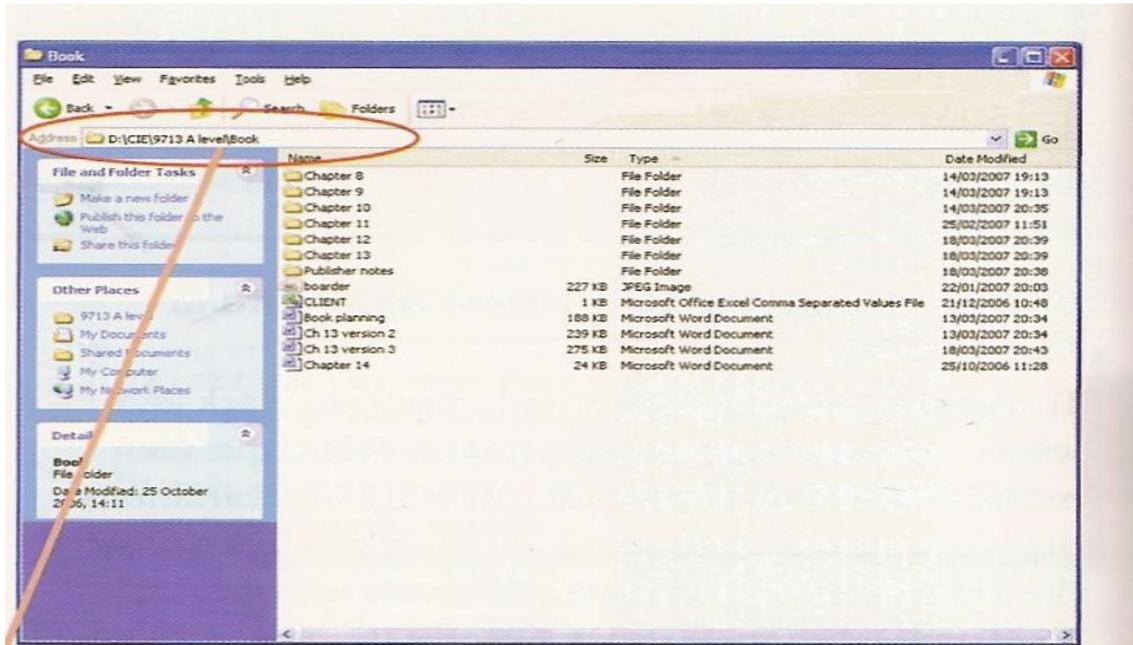
. The folder will look similar to this.



Take a screenshot of the window using the <Alt> and <Part Scar> keys. Paste this screenshot into your evidence document.

If you need to show the file details, like the file type or date and time stamp, right mouse click on the background of the window. This will give you a drop-down menu like this.



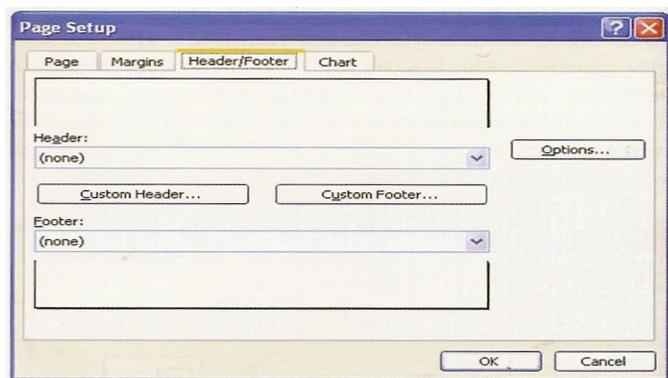


Hint

This is useful if you are required to produce evidence that you have made suitable backup files during a practical examination.

13.6 Printing a graph or chart from Microsoft Excel

To print any chart stored within an Excel spreadsheet click the left mouse button on the chart to select it, and then select the **File** menu, then **Print...** This will print the chart as shown on the page. If you have not placed your name, centre number and candidate number on the chart this is unlikely to gain you any marks in the practical examination. These details must be included. If you have not included these select **File**, then **Print Preview...** Select the (**Setup...** button at the top of the window, and within the **Page Setup** window select the **Header/Footer** tab. This will look like this.



Click on custom Header...or

Custom Footer... , then enter your name, centre number and candidate number in one of the three section boxes, and click on [OK] . Click on OK to close the Page Setup window, before clicking on [print...] to print the chart.

Print in black and white

Printing any document created in color on a black- and-white printer can cause problems. This book has sections of colored text designed to outline key elements, like keywords are annotated in red, instructions to follow are in blue and field names are in green. If a page containing these three colors was printed on a black- and-white printer each of the three colors would appear as a shade of grey. It would be impossible to identify which words were keywords, instructions or field names. The use of color in images is equally important; some colors appear identical in grayscale, particularly colors like red and green.

You must be able to change the color settings within your documents, diagrams and charts to enable the different sections to be distinctive when they are printed in black and white.

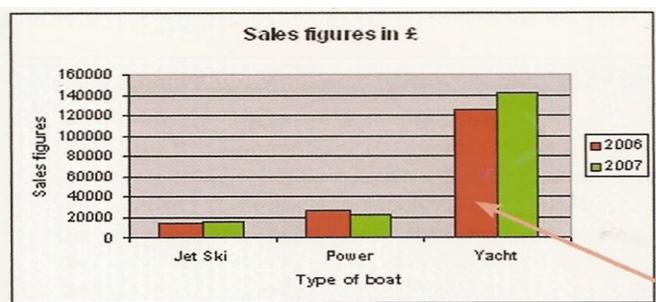
Change chart colors in Excel

Task 13.1

Open the file BOATSALE.XLS on the CD.
Change the chart colours so that each data series is distinctive when printed on a black-and-white printer.



1. Open the spreadsheet BOATSALE.XLS. The chart should look similar to this.



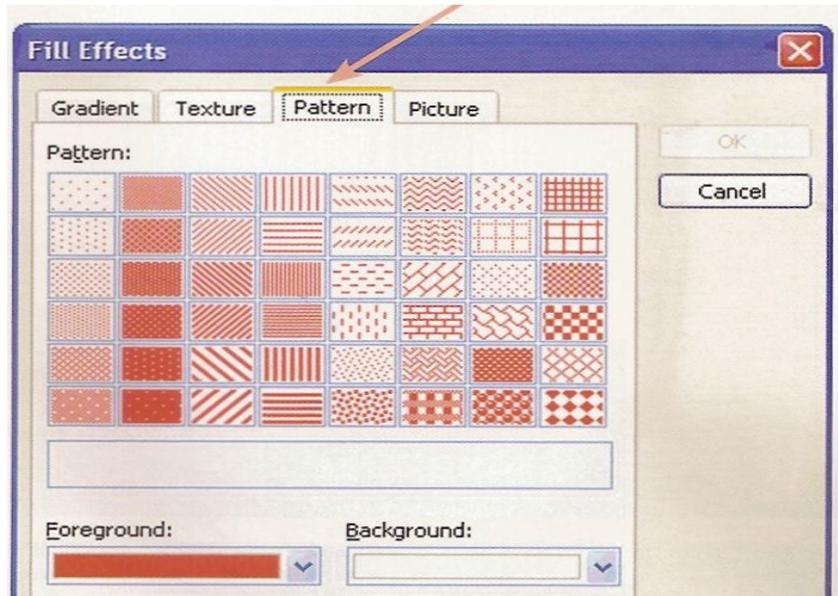
2. Select the data series that you wish to change by double clicking the left mouse button on the data series in the chart.

In this case you have selected the 2006 sales figures. This opens the Format Data Series window.

3. Make sure that you are in the Patterns tab.

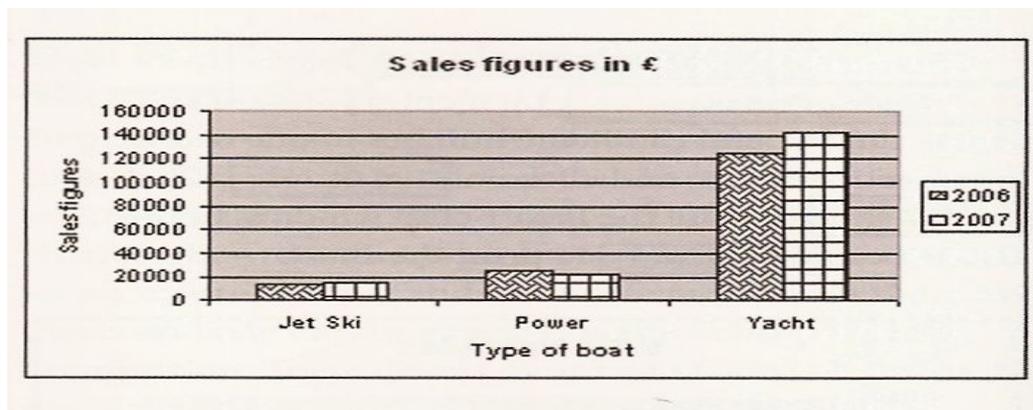
You can select from contrasting shades of greyscale, as shown here.

4 Or you can select from the range of fill effects by clicking on Fill Effects, to open the Fill Effects window. Select the Pattern tab.



6 Choose a black Foreground: color and select the pattern that you want to use for the fill, before clicking on [OK]

7 Repeat Steps 2 to 6 for the second data series to see this.



Activity 13.1**Change the chart colours in *Excel***

Open the file SALES2.XLS on the CD. Change the chart colours so that each data series is distinctive when printed on a black-and-white printer.

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