Access Macros

Audience

This class is designed for the Access user who understands database design concepts and how to implement them using Access. The course requires no Visual Basic programming background and does not use Visual Basic to accomplish any tasks. The user is taught how to create a menu driven application with dialog boxes. It teaches techniques that conform to Windows standards for the user interface.

The user should understand how to create a table, how to establish relationships between tables, how to perform single and multiple table queries and how to perform action queries, including append, update, and delete queries. The user should know how to create blank forms and reports using a drawing grid, understand what a control is, and how to set properties for controls, sections and objects. The user should also understand the purpose of commands for renaming, copying, adding, and deleting Access database objects.

Description

The course uses a combination of lecture and hands-on exercises to expand the student's knowledge of Microsoft Access. The focus of this course is to use Access more efficiently and productively using shortcuts and more powerful commands. It is intended to show the student the wide range of problem solving that is available in Access.

Students will learn to create, edit, and save macros using the Access macro language. Combining macros, queries, and forms and creating dialog boxes and menus will be explored. Using simple expressions and functions to control the logical flow of a macro and how to use forms and queries to store variables will also be covered.

Objectives

Upon successful completion of the class, students should be able to:

- create, run and save a macro,
- add, edit and delete macro actions and their arguments,
- identify action equivalents for menu commands,
- create a macro group for menus and customized macros,
- control screen display and messages,
- use custom forms for storing variables,
- use custom forms containing customized menus,
- use macros to control record processing,
- create customized forms for data entry and editing,
- split an application into multiple MDB files.

Length

2 days

Beyond This Level When you have successfully completed this class, the next class you should consider is Access Programming with VBA. Students gain an understanding of objects and the object hierarchy, how to use variables, arrays, constants, functions, message boxes, input boxes, controlling program execution and debugging code.

I. Creating Macros
- A. What is a Macro?
- B. Running a Macro Manually
- C. Macro Design Window
- D. Starting and Saving a Macro Group
- E. Naming a Macro
- F. Selecting an Action
- G. Selecting an Action Argument
- H. Creating a Macro to View/Edit Tables/Queries
- I. Creating a Macro to Provide a Message
- J. Creating a Macro to View a Report
- K. Creating a Macro to Transfer Data
- L. Editing in a Macro Group
- M. Safe Guarding a Macro Group

II. Menus and Forms
- A. Understanding Events
- B. Command Buttons Using an Existing Macro
- C. Building a New Macro with On Click Property
- D. Creating/Editing a Menu Bar
- E. Renaming a Referenced Macro

III. Integrating Forms, Reports and Macros
- A. Form Controls as Report Criteria
- B. Checking for Null Condition

IV. Custom Command Buttons
- A. Creating Record Navigation Buttons
- B. Duplicating Fields from Previous Record
- C. Creating Buttons that Modify Control Data

V. Form Controls as Query Criteria
- A. Form Controls as Query Criteria

VI. Macros that Select Records
- A. Creating a Submenu
- B. Using Macros to Synchronize Forms
- C. Creating a Form to Select Random Records

VII. Record Processing
- A. Creating Historical Data Tables
- B. Using Tag Property for Messages

VIII. Changing Form and Control Properties
- A. Using Visible Property for Messages
- B. Using Enabled Property to Dim Controls

IX. Special Topics
- A. (Optional) Storing Default Values for Form Controls
- B. Using a Version Table
- C. Creating a Start Up Macro (AutoExec)
- D. Startup and Exiting Tools
- E. (Optional) Multi-MDB Applications

Appendix