

# Module 7

## Macros

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## *Materials Required for Module 7*

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- r Microsoft Access Getting Started
- r Microsoft Access User's Guide
- r Address Book database

## *Module Objectives*

### Lesson 1- Customizing and Automating

Upon completion of this lesson, you will be able to:

- r Create a macro and attach it to a button.
- r Explain what a "macro action" is and locate the definition and arguments of any given action in On-Line Help.

### Lesson 2 - Macro Basics

Upon completion of this lesson, you will be able to:

- r Create macros which run a series of actions only if a condition is met.
- r Correctly refer to controls and properties on forms.

### Lesson 3 - Using Macros With Forms

Upon completion of this lesson, you will be able to:

- r Respond to events on a form.
- r Synchronize forms.
- r Create macros to filter and find record.



## *Lesson 1*

# *Customizing and Automating*

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### *Reading Assignment*

- r *Microsoft Access Getting Started*  
Chapter 10: *Customizing and Automating*

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### *As You Read*

- r By creating macros you can create customized applications for your users that will make them more productive. With macros you can prevent users from forgetting to enter important data, enforce the rules that your user's company has established for accessing and modifying data, and prevent, and automate monthly reporting.

## Exercises

### Answer These

- 1) Define the terms:

Macro:

A list of actions to be carried out.

Macro Action:

A command or action to be carried out.

See page 154

- 2) When you drag a form from the Database Window to an open Macro what action does Access record in the Macro?

See page 156- Openform

- 3) What does the Data Mode property control?

*Hint: Help on OpenForm*

Used Help- This controls How data can be entered into the form that was just opened.

- 4) Is the Data Mode property required?

*Hint: Help on OpenForm*

Used Help- Yes, must choose an option from the list. Default is Edit.

- 5) Which argument of the OpenForm macro action do you use to add a criteria to the records which are displayed when the form is opened?

See page 162- The where condition.

- 6) What control is created when you drag a macro to an open form?

See page 160- A command button.

## *Lesson 2*

### *Macro Basics*

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#### Reading Assignment

- r *Microsoft Access User's Guide*  
Chapter 21: *Macro Basics*

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#### As You Read

- r Most of the macros that you create will be designed to respond to some action taken by the user. Because they are responding to a specific action you will have some information about the current state of Access but you may not know enough. In this chapter you will learn to design macros which can take different actions depending upon the value of a field in the current record, the value of fields in another form or table, or input from the user. If you were designing a macro that would run each time the user entered a new record what are some things you might check for?

*Hint: Is this new record a duplicate?*



## *Exercises*

- 1) What is the shortcut action that you may use to set the ObjectType argument for the Close action?

*Hint: use Help*

See page 511- Drag the table, form, or query to the action argument section of the close action.

- 2) What happens if you select a macro group in the Database window and choose run?

See page 517- Runs the first macro in the group and continues down the action column until it encounters a new macro name.

- 3) You are creating a macro which will be used by your regional managers to calculate sales tax. Each manager will run the macro from a form which contains the field Local Sales Tax Rate. How would you refer to this field so that your macro will work for all of the managers even if they change the name of their form?

See page 518- `![Local Sales Tax Rate]`

- 4) Can you print macros?

No.

### **Try This**

- 1) How many beeps will you hear while running the following macro:

Name	Condition	Action
<hr style="border-top: 1px dashed black;"/>		
A	1=2	Beep
B	3=3	Beep
	...	Beep
C	2=2	Beep

See page 517- No Beeps, Two beeps, One Beep. Overall No beeps will occur.



## *Lesson 3*

### *Using Macros With Forms*

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#### *Reading Assignment*

- r *Microsoft Access User's Guide*  
Chapter 22: *Using Macros With Forms*

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#### *As You Read*

- r It is important that you design your macros so that when something goes wrong the user understands what has happened. Suppose a user clicks on a button on a form that you have designed, expecting another form to open as a result. Nothing happens. What are the troubleshooting steps that another product support technician might suggest based on their experience with Windows and the fact that they might not be familiar with the macro you attached to that button?

*Hint: Close other applications to free memory*

If a customer saw the message *You may not access that form until you have entered your employee number*, would that lessen the chance of the customer calling Microsoft Product Support Services?

## Exercises

- 2) In the example of synchronizing forms on page 535 of Chapter 22, what would happen if you changed the WhereCondition to: [Supplier ID]=4?

See Page 535. It would always point to 4.

- 3) Which action properties would you attach a macro to if you wanted to run it each time the focus of the form moved to the next record of the second form?

See page 529- AfterUpdate in the properties.

- 4) If you create a macro to bring up a second form what action would you add to move the focus automatically to the last record.

See page 541- Goto Record

- 5) The example on page 547 "A Phone Book Filter" brings up the suppliers form and applies a filter so that you only see those whose Company Name begins with the letter of the alphabet that you specified. How would you change this macro so that when the form opens the names are sorted alphabetically?

See page 545- 1) Design a query that does the sort ascending.

2) Add this query to the Filter name Action Argument.

- 6) What is the difference between the display and functionality of message boxes of type *critical* and *information*?

They are different types of information icons.

- 7) If you attach macros to the form's BeforeUpdate, AfterUpdate, and OnInsert properties which will run first?

*Hint: Help*

See Order of Events

## Exercises

### Try This

- 1) Create a new macro with one action: Cancel Event.
- 2) Save the new macro as Cancel.
- 3) Open the Form Categories.
- 4) Add a new Category:  
Category ID - JUNK  
Category - Junk Food.  
Description - Food generally purchased from a vending machine in the afternoon.
- 5) After entering your new record, switch to Design mode.
- 6) Open the Properties sheet and add the macro Cancel to the form action On Insert.
- 7) Switch to Form view and try to enter a new Category. What happens?  
**Never enters any info.**
- 8) Switch back to Design View and specify the Cancel Event property for the form action On Open.
- 9) Close the form and try to Open it from the Database Container. What happens?  
**Can't open the form.**

### Points to Ponder

*This exercise demonstrates the type of automation that could make Access difficult to troubleshoot. You will have the opportunity to educate customers on how to make their Access applications more robust and user-friendly. For example: if the Cancel Event macro contained an Alert Box with the message "The previous event was canceled by the macro you attached." the user would have understood what was wrong.*

## *On-Your-Own*

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In this lab you are going to create a macro group that will help automate data entry in your Address Book database. You will create a new form for entering information about Pets and Hobbies. Then you will place a button on the New Record Entry form which you created in the Forms lab. This button will run a macro which will automatically open the new form and place the focus on the record you just entered.

- 1) Create a new form based on the Main Contacts table and save it as "More Info".
- 2) Add the fields LastName and FirstName.
- 3) Create a tabular form based on the Pets table.
- 4) Create a tabular form based on the Hobbies Assignments table. Base the Hobby ID Combo box on the hobbies available in the Hobbies table.
- 5) Embed the Pets and Hobbies forms on the More Info form. If you set the relationships suggested in the table design lab the Join To and Join From properties will automatically set to Main Contact ID (and Owner ID for the pets table). Verify that as you change the record in the main table the data in the subforms updates correctly.
- 6) Open a new macro and save it as "Automate Data Entry".
- 7) Drag the More Info Form to it to add the action Open Form.
- 8) Drag the macro name from the Database Container to the New Record Entry form to create a command button to run the macro. Change the button Caption to "Pets and Hobbies".
- 9) Verify that the button starts the macro and that the macro runs.
- 10) Now add a Where clause to the OpenForm action so that information displayed when the More Info form is opened is the current record in the New Record Entry form.

*This synchronizes the forms.*



## *PSS Challenge*

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Microsoft Access enforces Referential Integrity when you specify create a relationship and specify it. What are some ways to enforce Data Integrity?

### Validation rules, using macros to verify calculations, ?

By attaching macros which contain MsgBox actions to the OnFormat and OnPrint properties of the Sales Summaries report determine which is executed first.

Can a macro call itself?

Yes, use the RunMacro action to repeat yourself.

## *Instructor-Led Module Review*

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### 1) Answer Questions

<< insert sample questions for instructor to pose >>

### 2) Review As You Read and Points to Ponder

<< Copy and add answers or suggested questions to pose >>

### 3) Present one or two possible lab solutions.

### 4) Discuss various participant solutions