

Microsoft® Access: Intermediate I

A Workshop for San Diego State University Faculty and Staff



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Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109
Phone Number: x45727
Semester Hours: 7:30am – 6:00pm Monday -Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

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ONSCREEN HELP

There are many different ways to find help when you have questions about Microsoft Access. The onscreen Help menu is your main source of “how to” information about the database application.

Help can be accessed two ways. Your Office Assistant may be turned on or off.

If The Office Assistant Is OFF To view onscreen help, click on **Help** on the Menu Bar. The Help menu will pull down. Once the menu is displayed, select one of the following options:

Microsoft Access Help

When you select this option, you will see a help screen with three tabs.

- **Contents**

Here you will find a listing of help topics organized by category. Double click on the desired topic or subtopic and the appropriate page in the on-line manual will display.

- **Answer Wizard**

Type your question in the window, click on **Search**, and the Wizard will list related topics. Double click on the desired topic and the appropriate page in the on-line manual will display.

- **Index**

Type in a key word in window 1 and a list of topics will display in window 2. Double click on the desired topic and the appropriate page in the on-line manual will display.

Show The Office Assistant

The Office Assistant will appear. Type your question in the window, click on **Search**, and the Assistant will list related topics. Double click on the desired topic and the appropriate page in the on-line manual will display.

What’s This?

Select this option and your cursor will include a Question Mark next to it. Click on anything on the screen and Access will provide an explanation of the item.

Office On The Web

Selecting this option will launch your browser and you will be connected to the Microsoft Web Site. Here you can search for an answer to your question.

If The Office Assistant Is ON You can launch the Office Assistant by clicking on the **Microsoft Access Help** button.



Type your question in the window, click on **Search**, and the Assistant will list related topics. Double click on the desired topic and the appropriate page in the on-line manual will display.

View Onscreen Help

To view onscreen help, click on **Help** on the Menu Bar. The Help menu will pull down. Once the menu is displayed, select one of the following options:

Microsoft Access Help

The Office Assistant will appear. Type your question in the window, click on Search, and the Assistant will list related topics. Double click on the desired topic and the appropriate page in the on-line manual will display.

What's This?

Select this option and your cursor will include a Question Mark next to it. Click on anything on the screen and Access will provide an explanation of the item.

Office On The Web

Selecting this option will launch your browser and you will be connected to the Microsoft Web Site. Here you can search for an answer to your question.

MACROS

A macro is a set actions that performs a particular operation. Macros can help you to automate common tasks.

Note: Early versions of Access emphasized the use of Access macros to respond to events. Microsoft promoted Access macros as a simplified programming language for users with little or no programming experience. The repertoire of approximately 40

Access macro actions proved adequate to automate relatively simple applications.

One of the major drawbacks of Access macros is the inability to handle errors well. Thus, virtually all Access developers have abandoned macros in favor of programming using Visual Basic for Applications. Therefore, Access macros are on their way to oblivion. There's no guarantee that future versions of Access will continue to support Access macros.

The best way to start out designing macros is to find a process that you do in your database repeatedly, whether it's a daily process or a weekly process. Create a macro to handle the function for you.

There are over 50 macro actions that you can use. They fall within the following categories:

1. Opening, closing and printing database objects

You can open or close forms, tables, reports and queries and you can print datasheets, forms and reports.

2. Saving, deleting, copying and renaming database objects

You can select objects in the database as well as save, delete, copy and rename objects

3. Execution and action flow

You can execute any one of the 300 or more commands available on the standard Access menu. In addition, you can run or stop other macros, quit Access and run SQL statements.

4. Navigation, exporting, importing and modifying data

You can go to certain pages in forms or reports, find specific records, apply filters, import or export database objects to/from other databases and export spreadsheet information to a spreadsheet or link to a spreadsheet.

5. Controlling the display

You can maximize or minimize windows, turn on or off the hourglass cursor to indicate that an action is running, present a message box with information for the user to read and cause the computer to sound a tone to alert the user to an event.

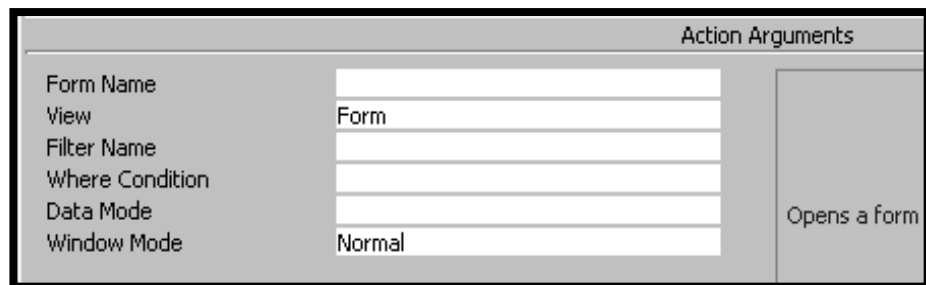
A macro can be one macro composed of a sequence of actions, or it can

be a macro group. By grouping related macros in macro groups, you can manage your database more easily.

Create a New Macro To create a macro:



1. In the Database window, click **Macros** under Objects.
2. Click the **New** button on the Database window toolbar.
3. In the Action column, click in the **first cell** and then click the **arrow** to display the action list.
4. From the list of displayed actions, select the action you want to use.
5. Type a comment for the action. Comments are optional, but they make your macro easier to understand and maintain.
6. In the lower part of the window, specify arguments for the action, if any are required.



7. To add more actions to the macro, move to another action row, and repeat steps 3 through 6. Microsoft Access carries out the actions in the order you list them.

Running a Macro When you run a macro, Microsoft Access starts at the beginning of the macro and carries out all the actions in the macro until it reaches either another macro (if the macro is in a macro group) or the end of the macro.

You can run a macro a variety of different ways. You can run the macro directly from the database or macro window, you can run a macro that is part of a macro group, you can run a macro from another macro, and you can run a macro as a response to an event.

Run a macro directly

Note: You normally run a macro directly only to test it.

To run a macro directly, do one of the following:

- To run a macro from the Macro window, click **Run** on the toolbar.
- To run a macro from the Database window, click **Macros** and then double-click a **macro name**.
- To run a macro from anywhere else in Microsoft Access, on the Tools menu, click **Macro**, and click **Run Macro**. Then click a macro in the Macro Name box.

Run a macro in a macro group

To run a macro that is in a macro group, do one of the following:

- On the **Tools** menu, point to **Macro**, click **Run Macro**, and then select the macro from the **Macro Name** list. When macro names appear in lists, Microsoft Access includes an entry for each macro in each macro group.

Run a macro from another macro or an event procedure

To run a macro from another macro, add the RunMacro action to your macro.

- To add the RunMacro action to a macro, click **RunMacro** in the action list in a blank action row, and set the **Macro Name** argument to the name of the macro you want to run.

Run a macro in response to an event on a form, report, or control

Microsoft Access responds to many types of events on forms, reports, and controls, including mouse clicks, changes in data, and forms or reports being opened or closed.

1. Open the form or report in Design view.
2. Create a macro or an event procedure. For example, you can create a macro or event procedure that displays a message when you click a command button.
3. Set the appropriate event property of the form, report, or control to the name of the macro, or to **[Event Procedure]** if you're using an event procedure.

For example, to use a macro to display a message when you click a command button, set the command button's **OnClick**

property to the name of a macro that displays the message. To use an event procedure, create a Click event procedure for the command button, and then set its **OnClick** property to [Event Procedure].

COMMAND BUTTONS

You use a command button on a form to start an action or a set of actions.

You can create over 30 different types of command buttons using the Command Button Wizard. For example, you can create a command button that finds a record, prints a record, runs a query, previews a report, and performs form functions, such as, closing and opening a form.

The Command Button Wizard speeds up the process of creating a command button because it does all the basic work for you. When you use the wizard, Access prompts you for information and creates the command button based on your answers.

Using the Command Button Wizard is a good way to learn how to write event procedures. When Access creates a command button with a wizard, it creates an event procedure and attaches it to the button. You can open the event procedure to see how it works and modify it to fit your needs.

Create a command Button With an Event Handling Code

You can use command buttons in forms to cause certain events to occur. To put a command button on a form:

1. Open a form in Design view.
2. Click the **Control Wizards** tool in the toolbox if it's not pressed in. This turns on the wizard.
3. In the toolbox, click the **Command Button** tool
4. On the form, click where you want to place the command button. The wizard should activate.
5. Select the category of actions that are available. The action window will display the available actions.
6. Select the desired action. Click on the **Next** button.
7. The wizard will ask questions that vary depending on the action selected. Answer the questions, and give the button a recognizable name. Click on the **Finish** button when done.




8. Save the form, and when you view the form in Form View, clicking on the button will activate the event you selected.

You can use command buttons in forms to activate macros. To put a command button on a form:

Open a form in Design View.

Create a Command Button That Runs a Macro

1. Click the Control Wizards tool in the toolbox if it's pressed in. This turns off the wizard.
2. In the toolbox, click the **Command Button** tool
3. On the form, click where you want to place the command button. The button should appear.
4. Select the command button and click **Properties** on the toolbar to open the command button's property sheet.
5. In the OnClick property box, enter the name of the macro that you want to run when the button is clicked by clicking on the  button and selecting the desired macro.

If you want to display text on the command button, type the text in the Caption property box of a form. If you don't want text on the button in a form, you can use a picture instead.

SWITCHBOARD FORM

A switchboard form is a form that automatically opens when the database opens. Generally, these forms have command buttons on them that open other forms or reports, run macros and exit Access.

You can use the Switchboard Manager to create a switchboard, or you can create your own form and have it act like a switchboard. If you create your own form, you have more control over the content and the look of the form.

Switchboard Manager

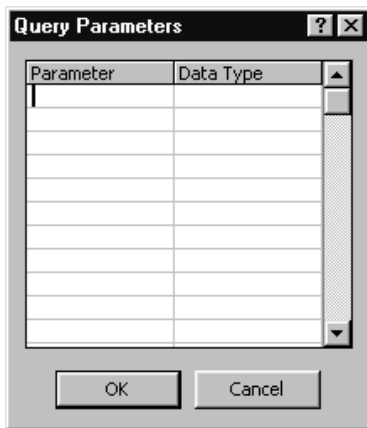
To create a switchboard that makes it easy to navigate between the forms and reports in your database:

1. Select **Tools** from the Menu Bar, click on **Add-ins**, and then click **Switchboard Manager**.
2. If Access asks if you'd like to create a switchboard, click **Yes**.
3. In the Switchboard Manager dialog box, click **Edit**.

New Query To create a parameter query:

1. Create a new query or open an existing query in design view.
2. Place the cursor in the criteria row of the column representing the field where the criteria will change.
3. Enter a prompt in the following format: **[Type the prompt here]**.
(For example: [Please enter the student ID number])
4. Test the query by clicking on the **Run** button.

Parameter Data Type The default field data type for parameter queries is Text. If the parameter creates criteria for fields of other data types, you must assign a data type to the entry. This is done through the Query Parameter window.



To set a parameter data type:

1. Copy the text of the prompt from the criteria row. Do not include the brackets.
2. Click on **Query** on the Menu Bar and select **Parameters**.
3. Paste the prompt in the Parameter column of the Query Parameters window. You can also type the prompt in this window, but using the copy and paste command ensures that the entry is made without error.
4. Press the **Tab** key to move to the Data Type column and select the appropriate type from the drop down list.
5. Click **OK** to close the window.