

# Microsoft® Access 2003 Intermediate I

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*A Workshop for San Diego State University Faculty and Staff*

**BATS**  
Baseline Access,  
Training & Support



## 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](mailto: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](mailto: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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## 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

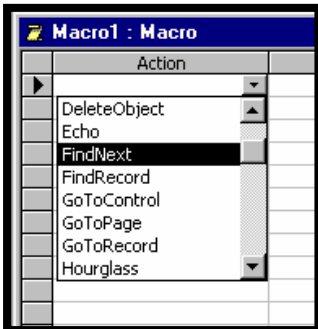
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or link to a spreadsheet.

## 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.

Action Arguments	
Form Name	<input type="text"/>
View	Form
Filter Name	<input type="text"/>
Where Condition	<input type="text"/>
Data Mode	<input type="text"/>
Window Mode	Normal

Opens a Form

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.

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## 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:

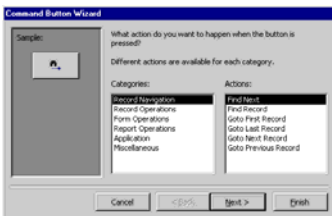
1. Open a form in Design view.
2. Click the **Control Wizards** tool in the toolbox if it's not pressed in. This turns on the wizard.
3. In the toolbox, click the **Command Button** tool
4. On the form, click where you want to place the command button. The wizard should activate.
5. Select the category 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.

## Create a Command Button That Runs a Macro

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

Open a form in Design View.

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**.
4. In the Edit Switchboard Page dialog box, type a name for the switchboard in the Switchboard Name box, and then click **New**.
5. In the Edit Switchboard Item dialog box, type the text for the first switchboard button in the **Text** box, and then click a command in the **Command** box.
6. Depending on which command you click, Microsoft Access displays another box below the Command box. Click an item in this box, if necessary, and then click **OK**.
7. Repeat steps 4 through 6 until you've added all the items to the switchboard. If you want to edit or delete an item, click the **item** in the Items On This Switchboard box, and then click **Edit** or **Delete**. If you want to rearrange items, click the item in the box, and then click **Move Up** or **Move Down**.

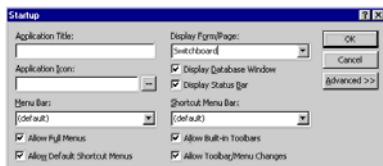
## 8. Click **Close**.

**Note** When you create a switchboard with the Switchboard Manager, Access creates a Switchboard Items table that describes what the buttons on the form display and what they do. If you make changes to the Switchboard form later in form Design view, the application may no longer work. If you expect to customize your switchboard form extensively, it's better to create the form from scratch and then specify it as the startup form.

## Create Startup Form

If you want complete control over your switchboard, create a new form, add the command buttons you need and tell Access to open the form when you open the database.

To open the form at startup:



1. Click on **Tools** on the Menu Bar and select **Startup**.
2. In the Display Form/Page window, select your custom switchboard form.
3. Click on **OK**.

When you next open your database, your custom switchboard form will automatically open.

## PARAMETER QUERY

If you run a query repeatedly with changes to the criteria, you can convert the query to a parameter query. These query types enable you to enter criteria with a dialog window.

**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.