



Microsoft Access - Macros

One-Day Course

Windows

Course Overview:

This advanced level course is designed for the Access user who is familiar with creating and modifying tables, forms, queries and reports. In order to automate Access, you'll create custom toolbars, custom menus, and macros. Students will create multiple macros in macro groups and use conditional macros. Basic actions and arguments for macros will be addressed and numerous samples will be created including using unbound forms to run macros. Participants will learn to attach macros to buttons and events, test for errors and create macros to execute on startup. Macros will also be created for global keyboard shortcuts. **Please note that this course is not a VBA programming course, but instead uses Macro objects in Access.**

Course Content:

Custom Toolbars and Menus

- Create a new custom toolbar
- Add menu command buttons to toolbars
- Create Global Toolbars
- Control the display of custom toolbars
- Create custom menus
- Control the display of custom menus

Basic Macro Concepts

- Understand the Macro sheet window
- Use the Macro toolbar
- Create, name and edit macros
- Review macro actions and arguments
- Run macros in various ways
- Understand different types of events
- Run a macro as an event

Conditional Macros and Macro Groups

- Understand macro names and macro groups
- Create conditional macros using a variety of conditions
- Test and debug macros

Special Types of Macros

- Create macros to execute on startup
- Create macros for global shortcut keys
- Use the QBF (Query by Form) method to query data using a form, macro and a query
- Create various unbound forms to act as dialog boxes to run macros