

# Access 2010: Buttons and macros

## Practical workbook

### Aims and Learning Objectives

By the end of this course you will be able to:

- create buttons to automate your database;
- create simple macros;
- create macros that do different things depending on the situation;
- create message boxes using macros.

## Document information

### Course files

This document and all its associated practice files are available on the web. To find these, go to <http://www.bristol.ac.uk/it-services/learning/resources> and in the **Keyword** box, type the document code given in brackets at the top of this page.

### Related documentation

Other related documents are available from the web at:

<http://www.bristol.ac.uk/it-services/learning/resources>

## Introduction

You can add buttons to Access data entry forms that, when clicked, perform one or more specified actions. You can create buttons either by using the Button Wizard, though there are limited options using this, or by building a macro and then creating a button that you press to run the macro.

Okay, so the next question is what is a macro? Macros consist of an action, or a list of actions, designed to perform, automatically, one or more tasks, such as opening a form, printing a report or finding a subset of records based on specific criteria.

In short, buttons and macros are about automating your database. However, you don't have to manually press a button to run a specific macro and can instead tell Access when to run a macro based on a specific event, such as tabbing into or out of a field or on entering data that matches specific criteria.

## Prerequisites

You will get more out of this document if you have done one of the following:

- Attended “Access 2010: An introduction” (ITS-ACC10-1) and “Access 2010: Building Access databases” (ITS-ACC10-2).
- Worked through course documents for the above two courses.

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
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## Task 1 Simple automation using the Command Button Wizard

**Objectives** To add simple command buttons to the Switchboard.

**Comments** When using the toolbox to create a button, make sure that the Use Control Wizards option is selected before you start (click on the Controls' more options dropdown in the Ribbon).

### 1.1 To create some simple buttons:

- Open the Buttons and macros database, **ButtonsAndMacros.accdb** – if in the training room, you will be shown where this is. If using this document on your own, you need to have downloaded the associated practice file and unzipped the database from there.
- Open **FrmSwitchboard** in **Design View**.
- In the **Controls** section of the **Ribbon** click once on the **Button** icon. 
- Click on the empty form to start the **Command Button Wizard**.

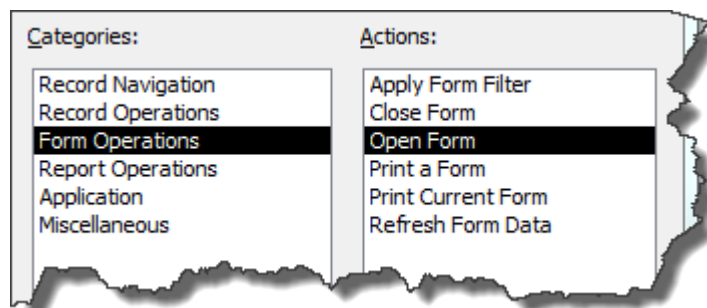


Figure 1 – you're going to create a button to open a form

- Select **Form Operations** followed by **Open Form**, then click on **Next**.
  - Select **FrmPatients** from the list and click on **Next**, followed by **Next** again.
  - Alter the **Text** caption to read **Open the patients form**, then click **Next**.
  - Name the button as **ButtonOpenFrmPatients** and click on **Finish**.
  - Move the button where you want it on the **Switchboard** form, then go to **Form View** and test the button.
- ### 1.2 To practice using the Command Button Wizard:
- On **FrmSwitchboard** create another button that opens **FrmDrugs** and another that opens the report **RptPatientLabels**.
  - On **FrmPatients** and **FrmDrugs**, create buttons that close each form.
- ### 1.3 To fine tune button properties:
- Right-click on the **Open the patients form** button and select **Properties**.
  - In **ControlTip Text**, enter **Open the patient form** – this will show a pop-up tip when you hover the mouse over the button.
  - Go to **Form View** and hover your mouse over the button.
  - Add pop-up tips for any other buttons you have already created.

## Task 2 Create simple macros and add command buttons to work them

**Objectives** To create macros to open a specific object when the file is opened, to open a table as read only, to open a table showing specific records (using a conditional clause) and to assign command buttons to the last two macros.

**Comments** Apart from using command buttons, you can run macros from the Navigation Pane or by telling Access to run them based on specific events, much more of which later.

**2.1** To create an **Autoexec** macro to open the **Switchboard** on file open:

- Click on the **Create** tab in the **Ribbon** and select **Macro**.
- In the box, select **OpenForm** from the dropdown list.

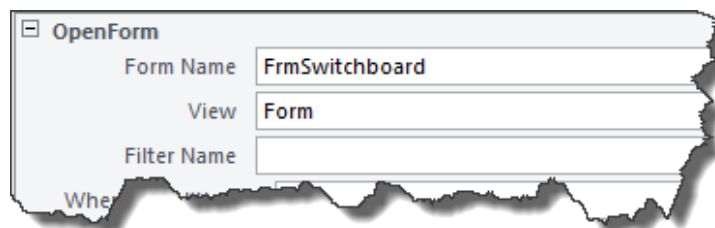


Figure 2 – creating a simple autoexec macro

- In **Form Name** select **FrmSwitchboard** and then close the macro, saving it as **Autoexec**.

**Note** When you open a database file, Access always looks to see if there is a macro called 'autoexec' and runs this first.

- Shut down the database and then reopen it – Access should automatically open the Switchboard for you - if not you probably spelled "Autoexec" wrong!

**2.2** To create a macro to open a table as read-only:

- Click on the **Create** tab in the **Ribbon** and select **Macro**.
- Select **OpenTable** from the dropdown and in **Table Name** select **TblDrugs**.
- Leave the **View** as **Datasheet** and in **Data Mode** select **Read Only**.
- In the **Add New Action** box, select **Comment** from the dropdown and enter ***This macro opens TblDrugs in read-only mode.***
- Click on the **Save** icon and save the macro as **MacroTblDrugsReadOnly**.

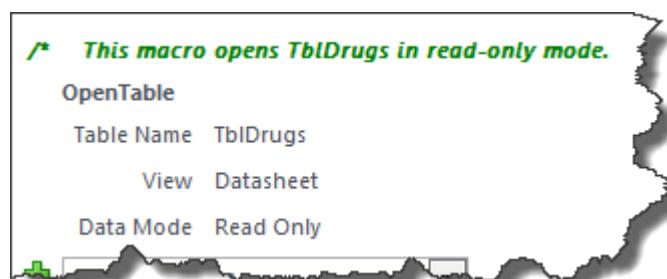


Figure 3 – move the comment to the top

**This is a sample, click download link to get the full Tutorial**

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