

# Proicere, Inc.

## MS Access: Macros

Lesson Notes

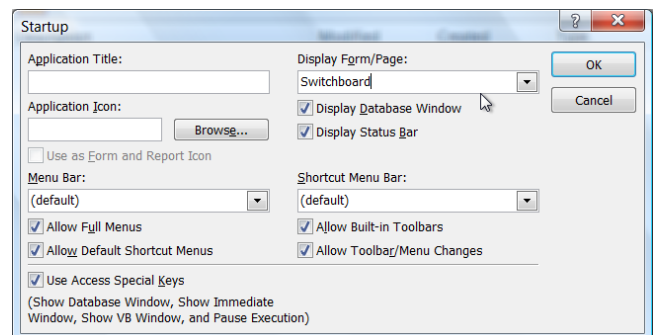
Author: Pamela Schmidt

### Start Up

#### Menu

To bring up the switchboard or another form on startup, from the menu choose Tools, Startup

In the Display Form/Page use the drop down list to choose the form to display at startup.



### Macros

Macros are used to automate repeated tasks such as maximizing a form.

#### Maximize a Form

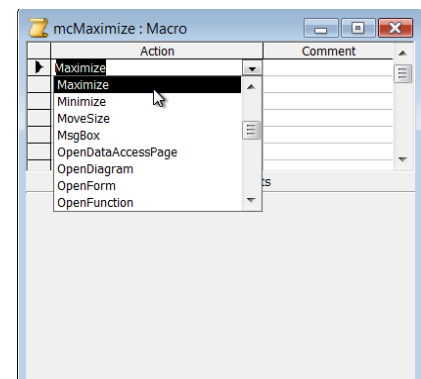
##### Create the Maximize macro

Create a new macro

Under Action, choose Maximize.

The Comment field is optional.

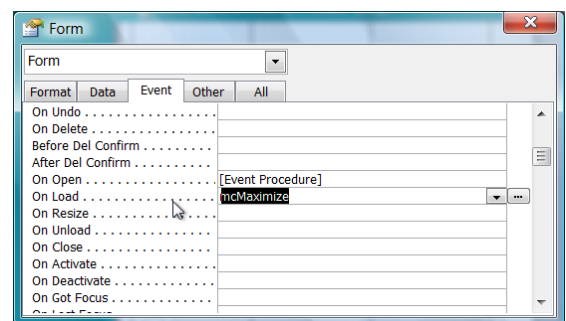
Save the macro.



##### Using the Maximize macro

In the form properties, under the event tab, place the macro in the On Load event.

*Note: Open runs before Load. Open events can be cancelled, load events can not.*



## MsgBox Macro

### Create the MsgBox Macro

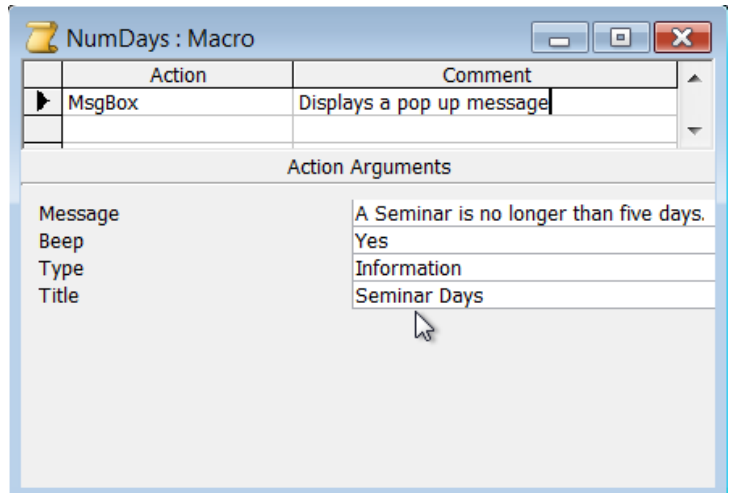
Create a new macro

In the action field, choose MsgBox

In the Message field in lower half of screen, type the message to be displayed.

In the Type field, choose the symbol to be displayed in the pop up message box.

In the Title field, choose what should be displayed in the title bar of the Message Box.



### Use the Message Box macro as an event on a form

Open the form in the design view.

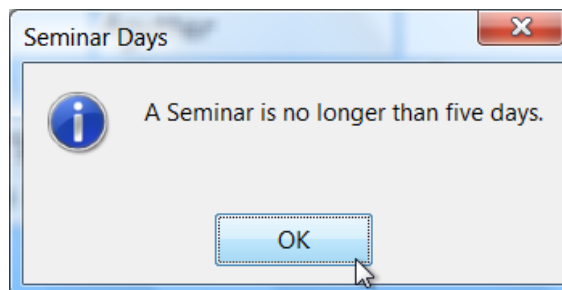
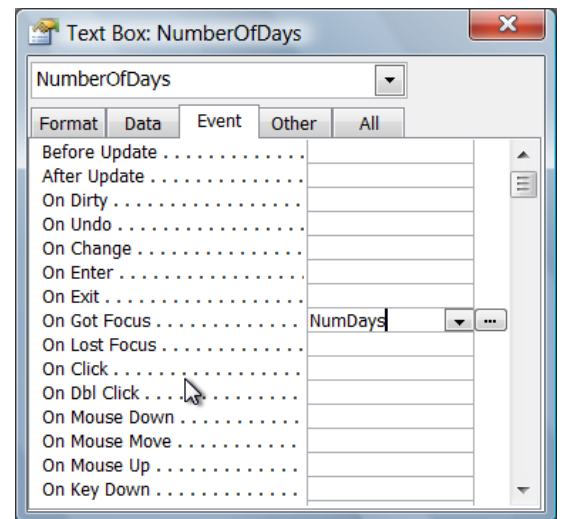
Open the properties of a field.

On the Events tab, click the appropriate event.

Choose the Message Box macro off the drop down list.

*Note: On Got Focus runs the macro as soon as the field is selected before the user enters data.*

*On Lost Focus runs the macro when the field is left.*





## Conditional Macro

### Create the Conditional Macro

Open an existing macro, or create a new macro.

On the menu in the macro, choose View, Conditions.

A Condition column will open up.

Key in the condition next to the action to be taken. Use square brackets around field names.

	Condition	Action
	[NumberOfDays]>5	MsgBox

Finish the macro and save.

### Use the Conditional Message Box macro as an event on a form

Open the form in the design view.

Open the properties of a field.

On the Events tab, click the appropriate event.

Choose the Conditional Message Box macro off the drop down list.

*Note: Place the macro On Lost Focus so it will check the field after the user has entered data.*

