

Using Macros

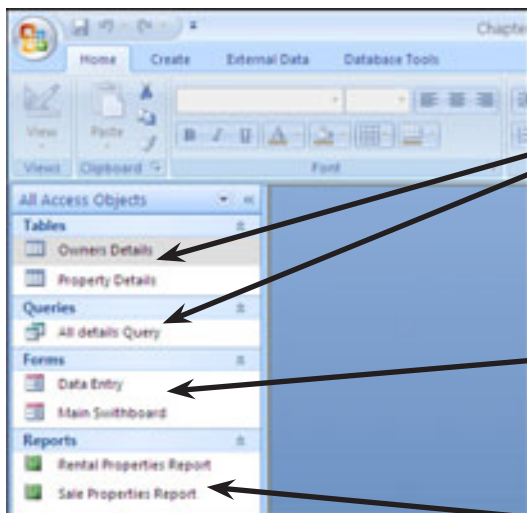
Macros are a time-saving feature within Microsoft Access. Many steps that are frequently used can be stored in a MACRO and the macro can be reused as often as required. You can also set a button to run a macro.

Your task for this activity is to create some macros for a simplified database for a real estate company. The database is similar to the one you used in Chapter 8, however, the queries to separate the rental, sale and auction properties have been removed. Macros will be used to separate data within the database.

Loading the Sample File

- 1 Load Microsoft Access and click on the OPEN icon in the OFFICE BUTTON, or close the current file and click on the OPEN icon in the OFFICE BUTTON.
- 2 Access the CHAPTER 9 folder of the ACCESS 2007 SUPPORT FILES and open the CHAPTER 9 file as an OPEN READ-ONLY file.
- 3 Click on the OFFICE BUTTON again, highlight SAVE AS and select ACCESS 2007 DATABASE.
- 4 Access your ACCESS STORAGE folder and save the file as CHAPTER 91.

Looking at the Database



1 The database consists of two tables. The first table stores data about the owner of the property. The second table stores data about the property itself. A query is used to link the two tables.

2 There are 2 forms, a MAIN SWITCHBOARD form and a DATA ENTRY form.

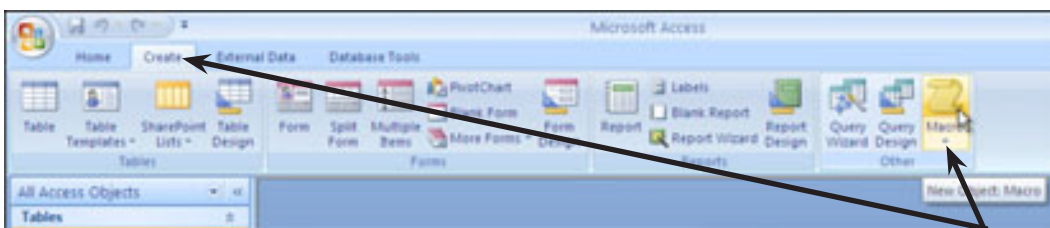
3 One report prints the RENTAL details and the second report prints either the properties for SALE or AUCTION.

Creating the Properties Macros

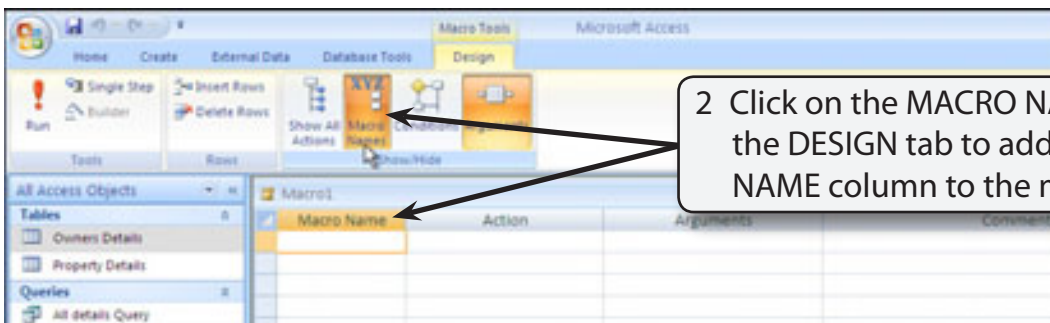
We need macros that print the reports for each of the three different types of properties (rental, auction and sale) that the company deals with. A separate macro can be created for each, however, to save space and make it easier to keep track of macros, similar macros can be saved as a group.

A Creating the Rental Properties Macro

For this macro we need to separate the properties for rent.



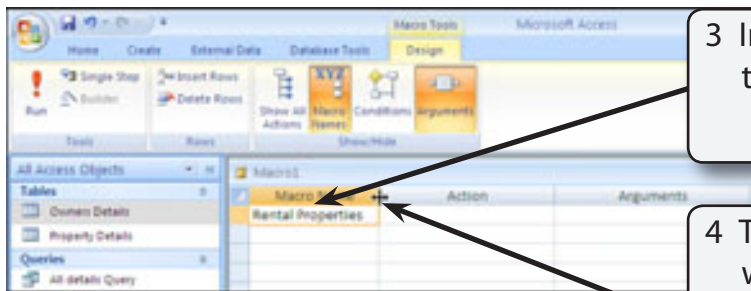
1 Open the CREATE tab of the RIBBON and click on the NEW OBJECT MACRO icon to start a new macro.



2 Click on the MACRO NAMES icon in the DESIGN tab to add the MACRO NAME column to the macro screen.

NOTE:

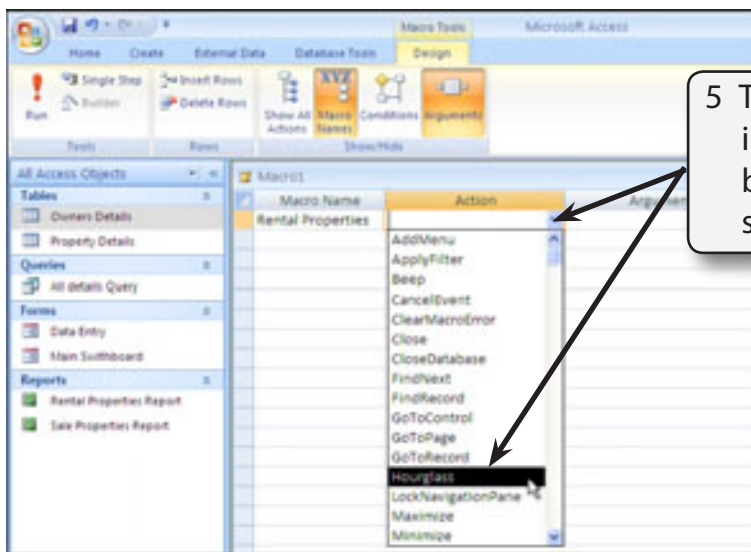
- i The **MACRO NAME** column is used to name the different macros.
- ii The **ACTION** column is used to enter the commands of the macro. Those commands are executed in the order that you enter them.
- iii The **ARGUMENTS** column stores the options that control the way the action operates.
- iv The **COMMENTS** column is used to enter a description of the command. It helps you to remember the purpose of the command at a later date.



3 In the first MACRO NAME cell enter the first macro name:

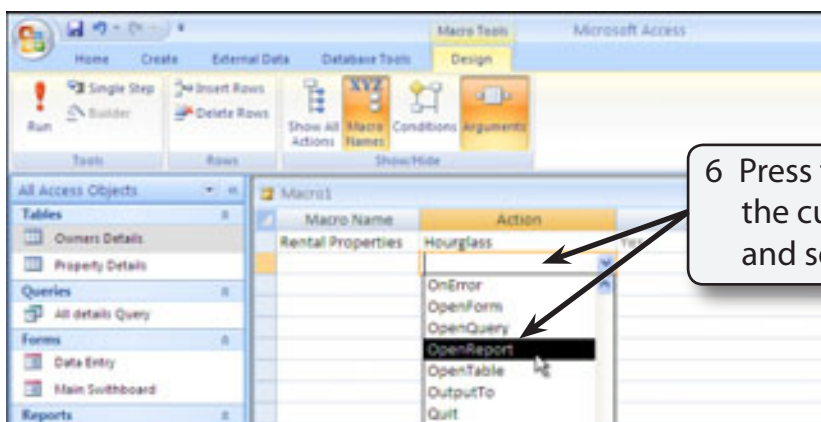
Rental Properties

4 The columns in a macro can be widened in the same way as in tables and queries. Simply drag the intersection between headings to the right.

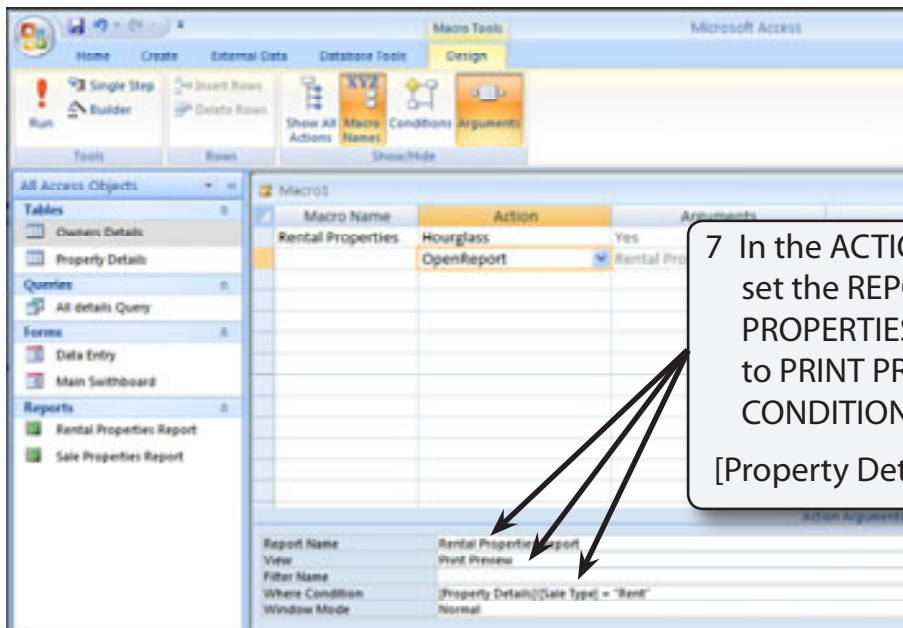


5 Tab to the first ACTION cell and insert the HOURGLASS command by clicking on the arrow marker and selecting it from the list of actions.

NOTE: You can also press the H key to insert the action. The HOURGLASS command places the HOURGLASS cursor on the screen as the macro is operating. It lets the user know that the computer is doing something.

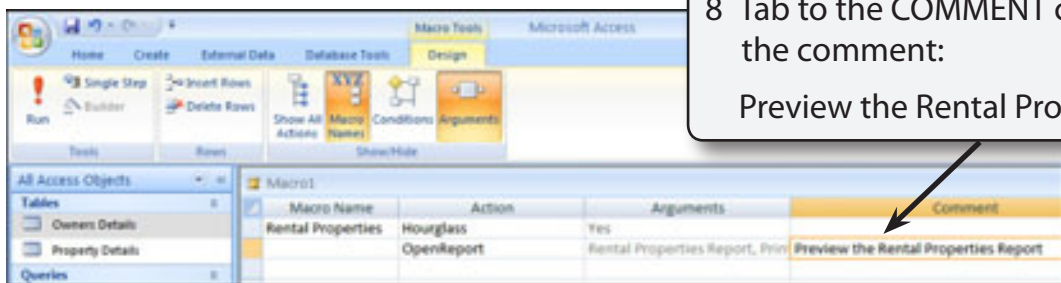


6 Press the down arrow key to place the cursor in the second ACTION cell and set it to OPENREPORT action.

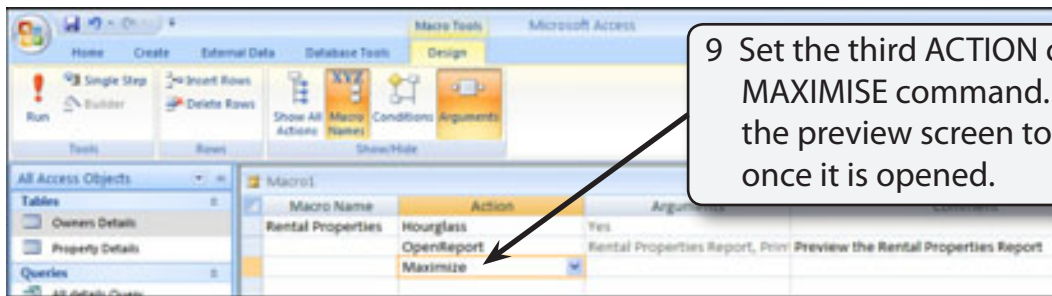


7 In the ACTION ARGUMENTS section, set the REPORT NAME box to RENTAL PROPERTIES REPORT, the VIEW box to PRINT PREVIEW and the WHERE CONDITION box to:
 [Property Details] ![Sale Type] = "Rent"

- NOTE:**
- i The REPORT NAME box is used to select the required report.
 - ii The VIEW box indicates whether the report is to be printed directly, previewed or set to design view.
 - iii The WHERE CONDITION box is telling the macro to look in the PROPERTY DETAILS table and find all the records where the SALE TYPE field contains the word RENT. The table name and field name must be separated by an exclamation mark (!).
 - iv You can use the EXPRESSION BUILDER icon at the right of the WHERE CONDITION box to build the condition if you prefer.
 - v The ARGUMENTS that you set are stored in the ARGUMENTS column.

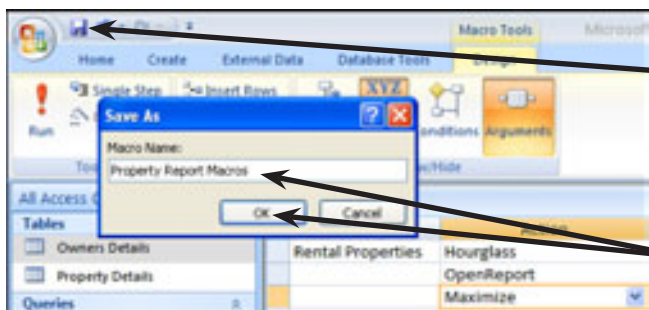


8 Tab to the COMMENT cell and enter the comment:
 Preview the Rental Properties Report



B Saving the Macro

As will tables, queries, forms and reports; macros must be saved manually.

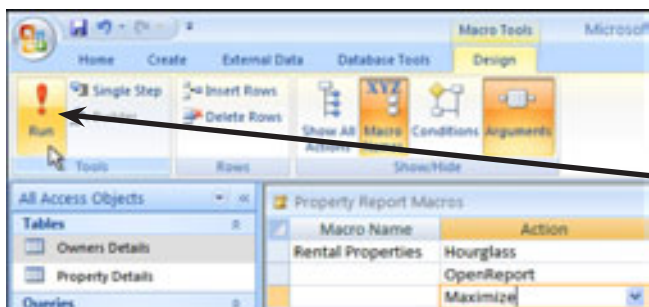


1 Click on the SAVE icon in the QUICK ACCESS TOOLBAR.

2 Call the macro:
Property Report Macros
and select OK.

C Running the Macro

There are two ways to run the macro. You can run it directly from the MACROS window that is currently open and showing the macro steps, or you can run it from the RUN MACRO icon in the DATABASE TOOLS tab of the RIBBON.



1 Click on the RUN icon in the DESIGN tab of the RIBBON.