



MS Access - Macros

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In this chapter, we will cover the basics of Macros in Access. A Macro is a tool that allows you to automate tasks and add functionality to your forms, reports, and controls.

Macros in Access work a bit different from Macros in Word or Excel, where you essentially record a series of keystrokes and play them back later.

Access Macros are built from a set of predefined actions, allowing you to automate common tasks, and add functionality to controls or objects.

Macros can be standalone objects viewable from the Navigation pane, or embedded directly into a Form or Report. Once you have created database objects like tables, forms and reports, Macros can provide a quick and easy way to tie all those objects together to create a simple database application that anyone can use or even modify, with relatively little training.

Macros provide a way to run commands without the need to write or even know VBA code, and there is a lot that you could achieve just with Macros.

Creating a Macro

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AccessDatabase : Database- C:\Users\Muhammad Waqar\Documents\AccessDatabase.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Tell me what you want to do

Views: Clipboard, Filter, Sort & Filter, Selection, Advanced, Refresh All, Delete, Records, Find, Replace, Go To, Select, Text Formatting

All Access Objects: Search, qryZeroLengthMiddleInitial, Query1, tblAuthors Without Matchin..., tblCustomers Without Match..., Forms: frmAuthors, frmEmployee, frmEmployeeData, frmEmployeeInformation, frmEmployees, frmJobs, frmMultipleItemEmployee, frmProjectDashboard, frmProjectDetails, frmProjects, frmSubTasks, fsubCurrentProjects, fsubLateProjects, fsubProjectInProgress, fsubProjectOnHold, fsubTasks, Navigation Form

Employee Information

Page2 Page3

tblEmployees.EmployeeID: Jonell
 FirstName: Frank
 LastName: Accounting Manager
 Address1: 6433 Morgan Ln
 Address2: Optional
 City: Schenectady
 State: IL
 Zip: 60193
 PreferredPhone: (224) 555-6631
 PreferredPhoneType: Home
 Email: jonell@pccsnet.org

Form View: Record: 14 - 1 of 1, No Filter, Search, Name Lock

In this form, we can add a button allowing users to open up all of the job information.

AccessDatabase : Database- C:\Users\Muhammad Waqar\Documents\AccessDatabase.accdb (Access 2007 - 2016 file format) - Access

File Home Create External Data Database Tools Design Arrange Format Tell me what you want to do

Views: Themes, Colors, Fonts, Controls, Insert Image, Logo, Title, Date and Time, Add Existing Property Fields, Tab Order, Subform in New Window, View Code, Convert Form's Macros to Visual Basic

All Access Objects: Search, qryZeroLengthMiddleInitial, Query1, tblAuthors Without Matchin..., tblCustomers Without Match..., Forms: frmAuthors, frmEmployee, frmEmployeeData, frmEmployeeInformation, frmEmployees, frmJobs, frmMultipleItemEmployee, frmProjectDashboard, frmProjectDetails, frmProjects, frmSubTasks, fsubCurrentProjects, fsubLateProjects, fsubProjectInProgress, fsubProjectOnHold, fsubTasks, Navigation Form

Employee Information

Page2 Page3

Form Header: Employee Information

Detail: Page2 Page3

tblEmployees.EmployeeID: tblEmployees.EmployeeID
 FirstName: FirstName
 LastName: LastName
 JobTitle: JobTitle
 Address1: Address1
 Address2: Address2
 City: City
 State: State
 Zip: Zip
 PreferredPhone: PreferredPhone
 PreferredPhoneType: PreferredPhoneType
 Email: Email

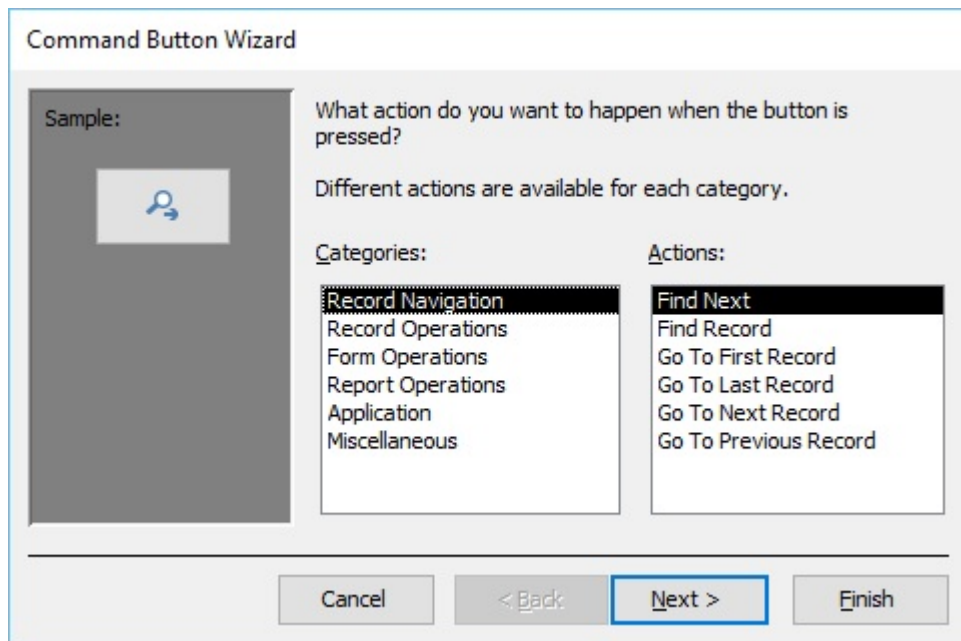
Design View: Num Lock

Let us now go to the Design View of this form and add button form the Controls menu.

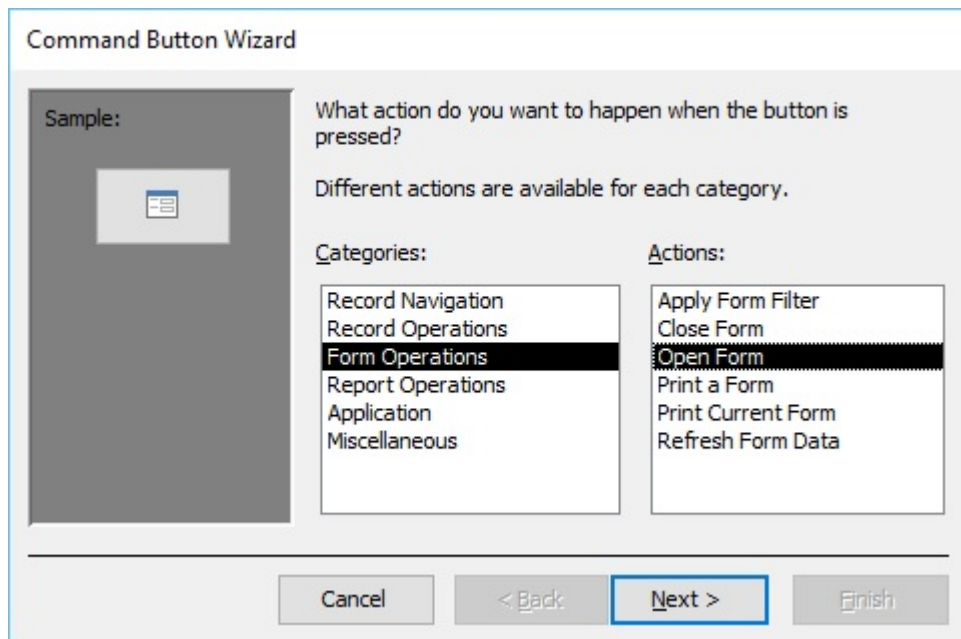
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There is a couple of ways to build that Macro action, but the simplest way is to simply use the Command Button Wizard.

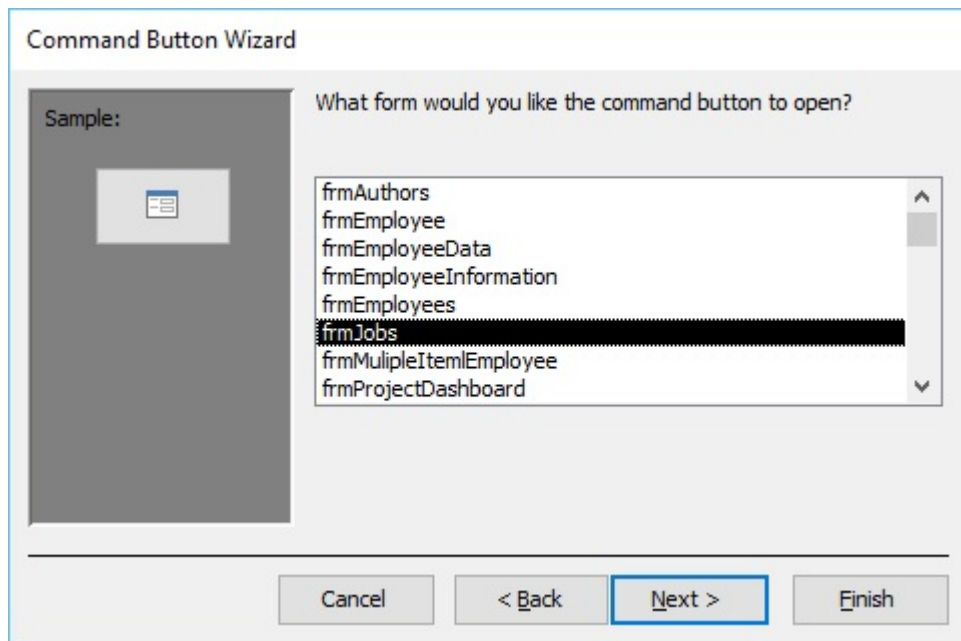


For common actions like opening a form, select Form Operations from the Categories list and then select Open Form from the Actions list and click Next as in the above screenshot.

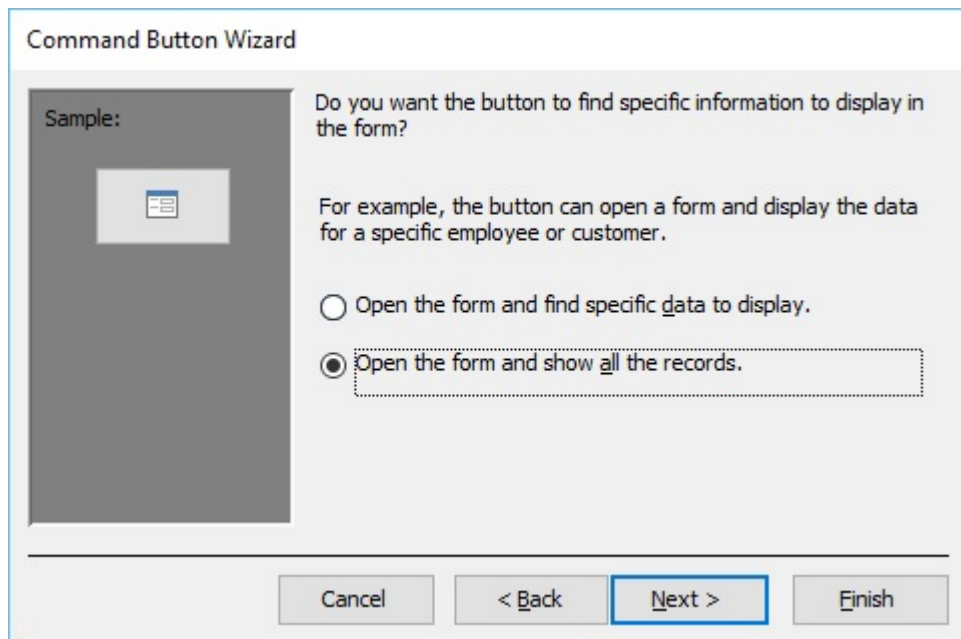
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You need to specify which form you would like to open with the command button. For now, let us select **frmJobs** and click **Next**.

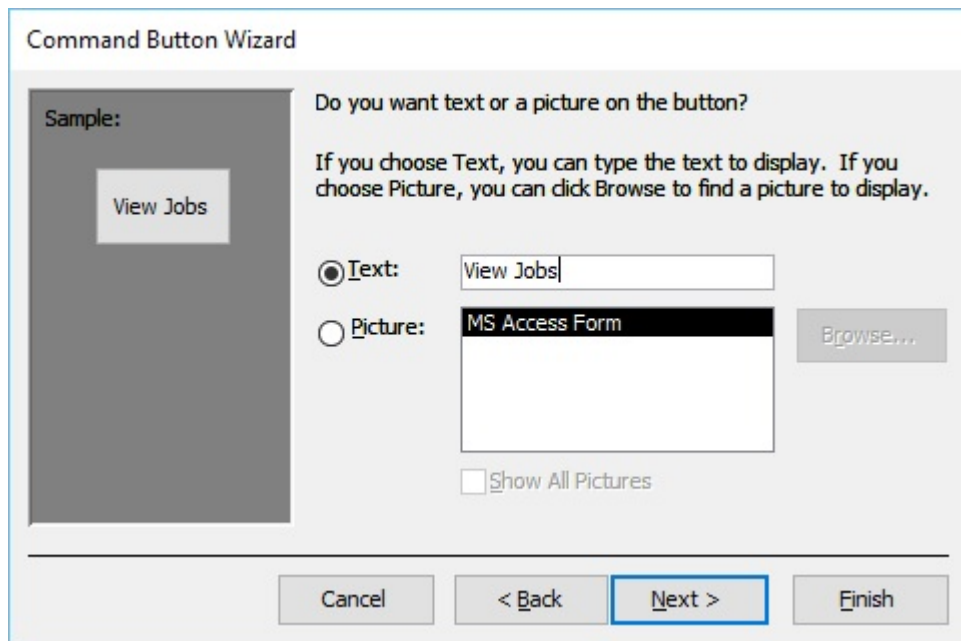


In this screen we have two options, we can **open the form and display a very specific record**, or we can **open the form and show all the records**. Let us select the second option and click Next as in the above screenshot.

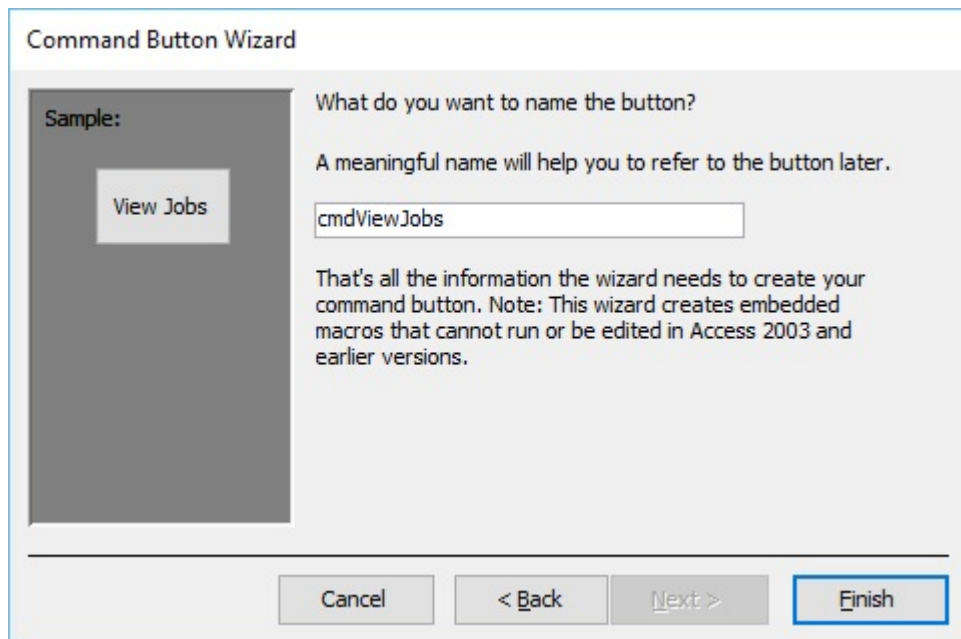
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We could have the command button itself display a picture or you can select the Display Text. Here, we want the text View Jobs to display and now click Next.



You can now provide a meaningful name to your command button as in the above screenshot. This can be used in other codes or other Macros. Let us call this **cmdViewJobs** and click **Finish**.

Now go to the Form View.

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The screenshot shows the Microsoft Access application window with the 'Employee Information' form open in Form View. The form is titled 'Employee Information' and has a tab labeled 'Page3'. The form contains the following fields and values:

Field Name	Value
tblEmployees.EmployeeID	
FirstName	JaneE
LastName	Frank
JobTitle	Accounting Manager
Address1	6433 Morgan Ln
Address2	Optional
City	Schaumburg
State	IL
Zip	60193
PreferredPhone	(224) 555-6631
PreferredPhoneType	Home
Email	frank@pcuacoonpub.com

A green button labeled 'View Jobs' is located to the right of the form fields. The status bar at the bottom indicates 'Record: 14 - 1 of 1' and 'No Filter'.

You will now see a View Jobs button on your form. Let us click on it.

The screenshot shows the Microsoft Access application window with the 'tblJobs' form open in Form View. The form is titled 'tblJobs' and has a tab labeled 'frmJobs'. The form contains the following fields and values:

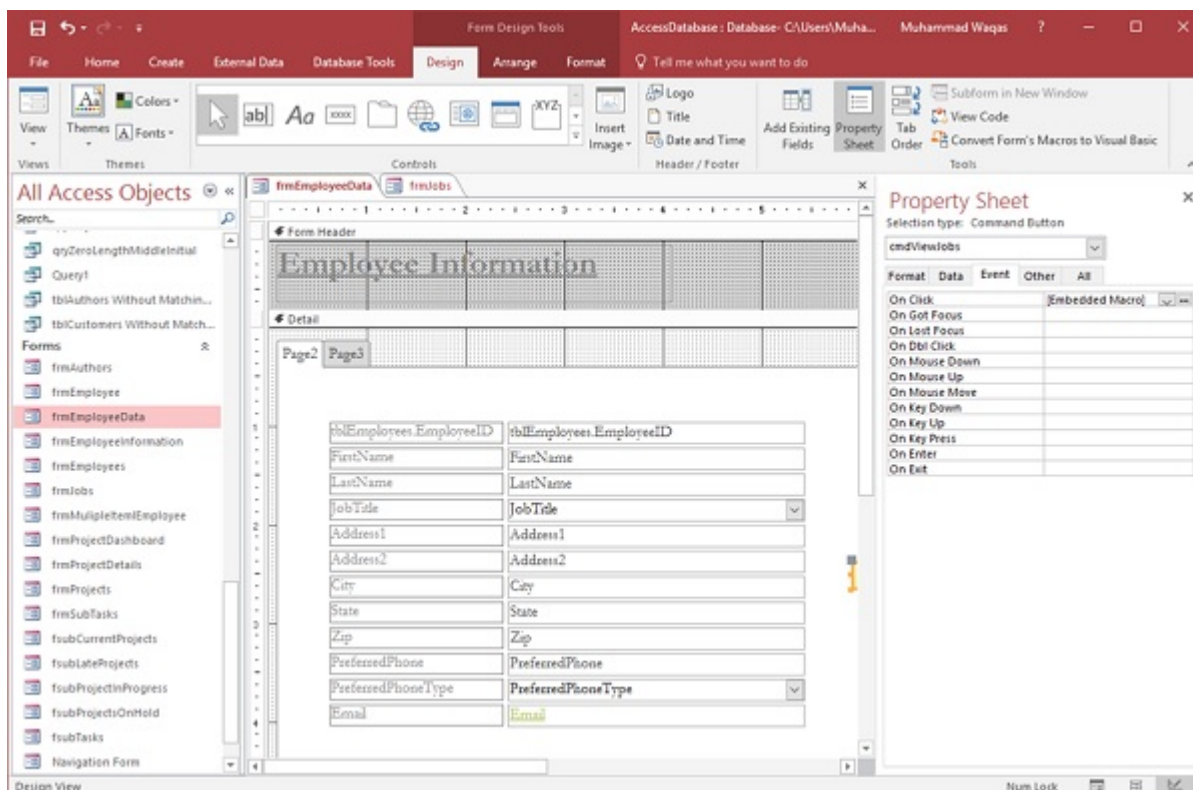
Field Name	Value
JobID	(New)
Department	
JobTitle	
Minimum Salary	\$0.00
Salary Cap	\$0.00
JobDescription	

The status bar at the bottom indicates 'Record: 14 - 1 of 1' and 'No Filter'.

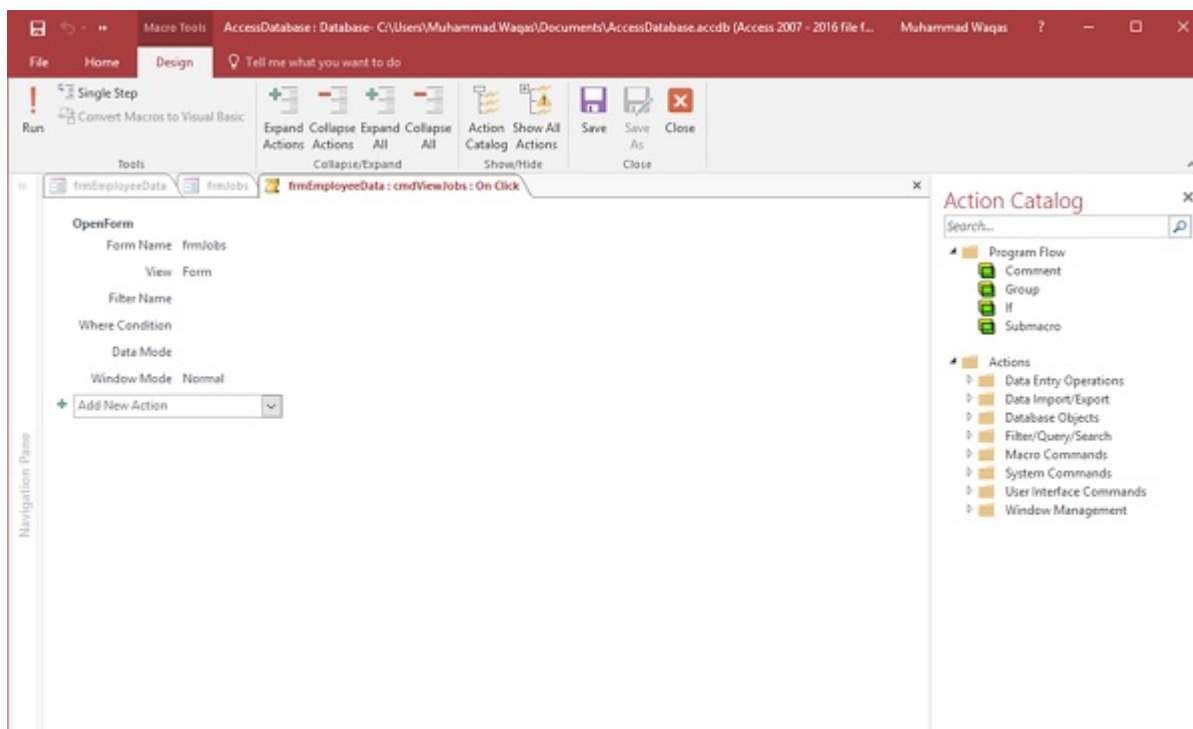
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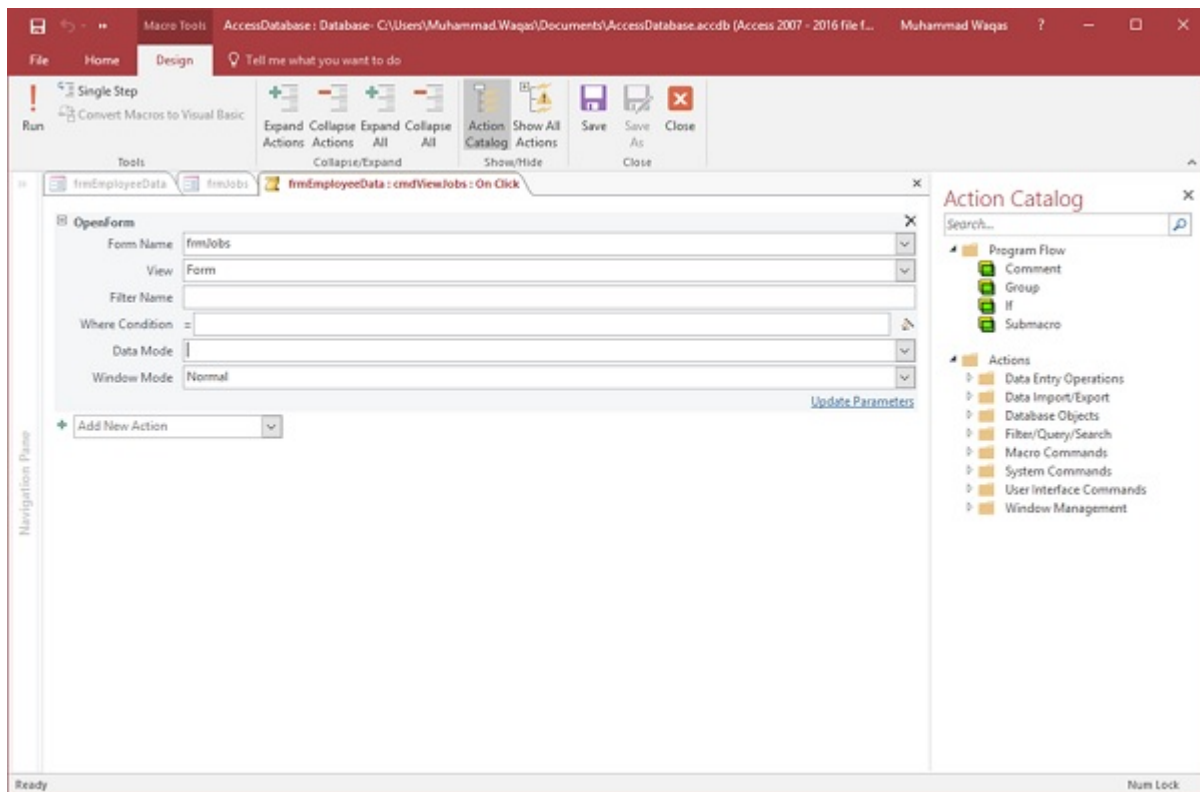
Upon clicking, you will see an embedded Macro created by the Wizard. If you now want to modify this Macro, click on the ... button to open up the Macro generated by the Wizard.



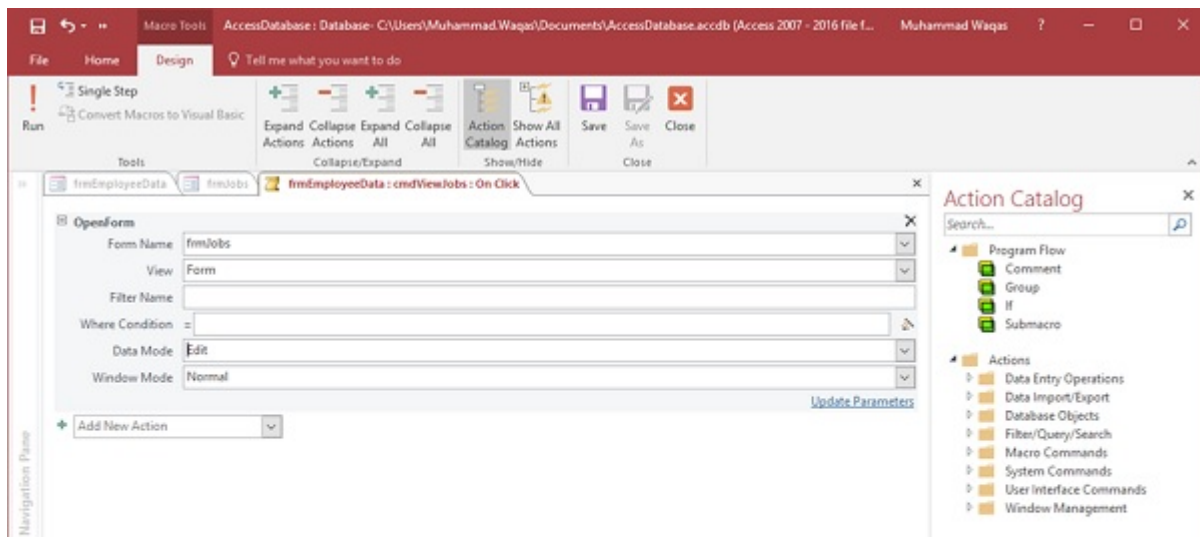
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You will see the form name and you can hit that drop-down arrow to view the forms available in your database. You can change how that form is viewed, you can have it open to Form view, Design view, Print Preview at your choice. You can apply a filter name or a Where condition. Here we want to change the Data Mode because frmJobs is set to the Add Mode which only allows the addition of new records. We can override this here in this Macro by changing it to the Edit Mode.



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The screenshot shows the Microsoft Access application window with the 'Employee Information' form open in Form View. The form is titled 'Employee Information' and contains several text boxes and a dropdown menu. The 'View Jobs' button is located on the right side of the form. The 'All Access Objects' pane on the left shows the 'frmEmployeeData' form selected.

Let us click on View Jobs again.

The screenshot shows the Microsoft Access application window with the 'tblJobs' table open in Datasheet View. The table has columns for JobID, Department, JobTitle, Minimum Salary, Salary Cap, and JobDescription. The 'View Jobs' button is located on the right side of the table. The 'All Access Objects' pane on the left shows the 'tblJobs' table selected.

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