

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.

Contents


Task 1	Simple automation using the Command Button Wizard	2
Task 2	Create simple macros and add command buttons to work them	3
Task 3	Create a conditional macro that runs automatically	5
Task 4	Automatically enter data and control navigation on a form	7
Task 5	Create custom message boxes	9

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**.

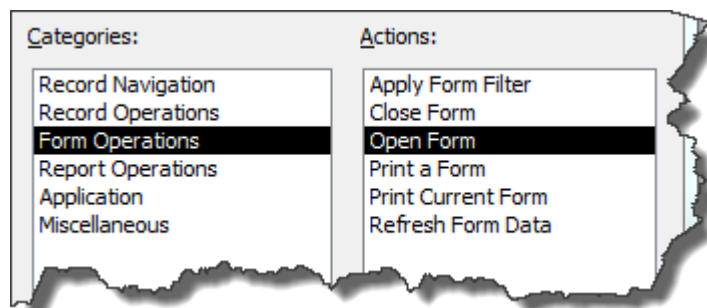


Figure 1 – you're going to create a button to open a form

- 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.

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