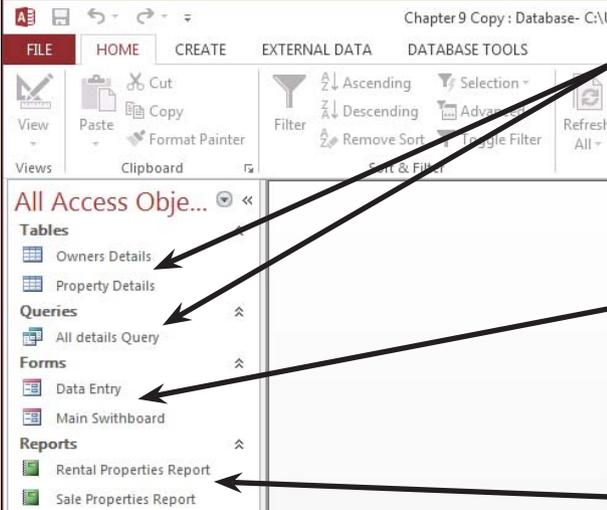# Using Macros

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 or close the current file and click the FILE tab. Select the OPEN OTHER FILES icon in the START window or the OPEN icon in the BACKSTAGE VIEW.

2   Access the CHAPTER 9 folder of the ACCESS 2013 SUPPORT FILES and open the CHAPTER 9 file as an OPEN READ-ONLY file.

3   Click on the SAVE AS icon in the WARNING BAR under the RIBBON.

4   Access your STORAGE folder, save the file as CHAPTER 9 COPY and click on the ENABLE CONTENT button.

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 Rental Properties Macro

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   Starting the Macro

For the first macro the properties for rent need to be separated.
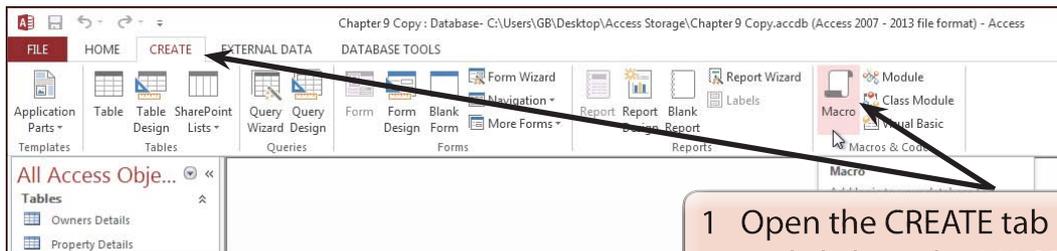
1   Open the CREATE tab of the RIBBON and click on the MACRO icon to start a new macro.

2   The MACRO BUILDER screen is opened. Actions can be inserted from the ACTION CATALOGUE pane at the right of the screen or from the ADD NEW ACTIONS box which is provided in the MACRO STEPS area.

NOTE: **i**   **The arrow at the right of the ADD NEW ACTION box is used to enter the commands of the macro. Those commands are executed in the order that they are displayed in the MACRO BUILDER window.**

  ii   **When you select an action a new ADD NEW ACTION box is added after the current action.**

  iii   **Maximize the MACRO window if you prefer to.**


B   Inserting a Comment

It is good practice to insert COMMENTS as you build macros. These comments don't effect the running of the macro in any way, but they help explain what the actions are doing.
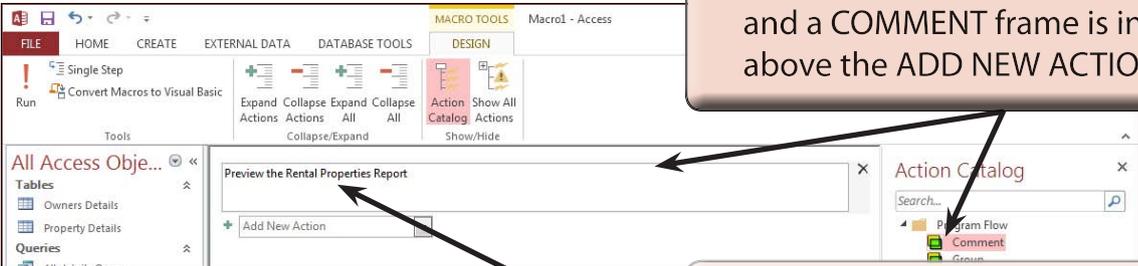
1   Double click on the COMMENT icon in the ACTIONS CATALOGUE pane and a COMMENT frame is inserted above the ADD NEW ACTIONS box.

2   Enter the comment:

Preview the Rental Properties Report

and press the TAB key.

C   Inserting the Actions
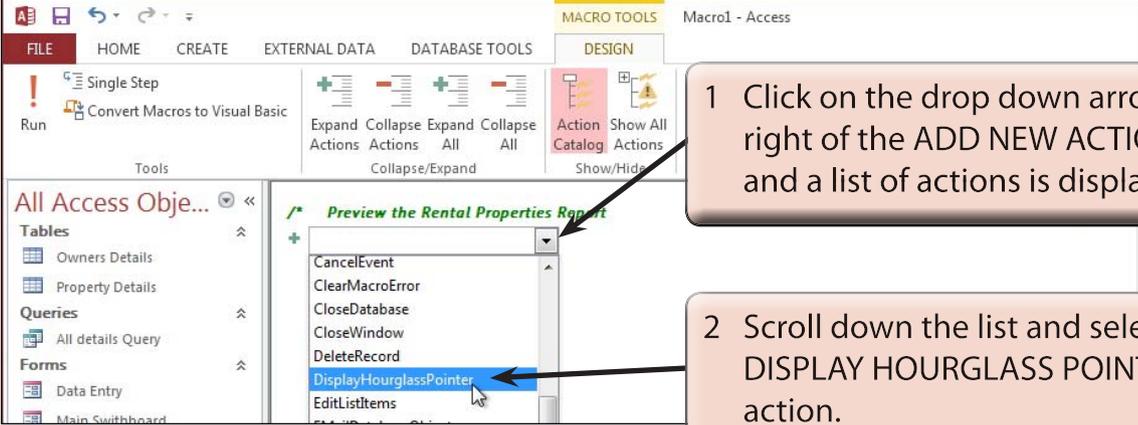
1   Click on the drop down arrow at the right of the ADD NEW ACTION box and a list of actions is displayed.

2   Scroll down the list and select the DISPLAY HOURGLASS POINTER action.

NOTE: You can also click in the ADD NEW ACTION box and press the DI keys to insert the action. The DISPLAY 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.

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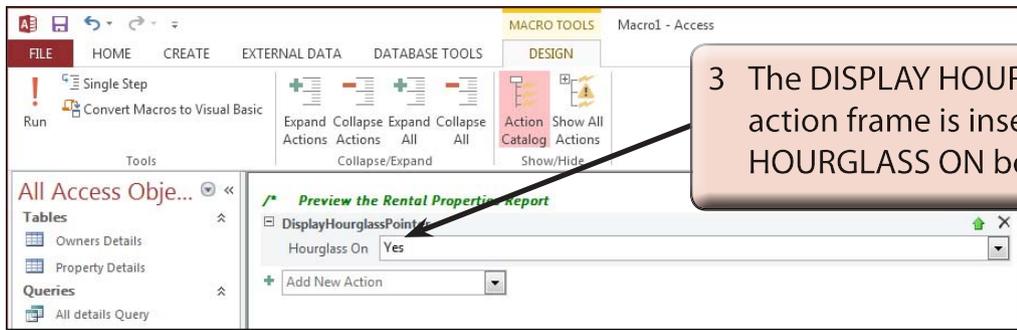
3 The DISPLAY HOURGLASS POINTER action frame is inserted. Leave the HOURGLASS ON box set to YES.
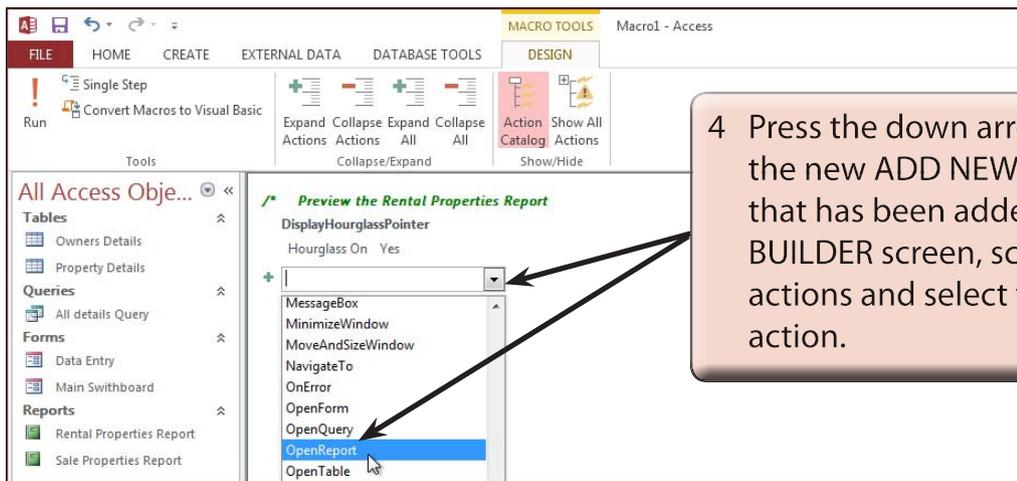
4 Press the down arrow key next to the new ADD NEW ACTION box that has been added to the MACRO BUILDER screen, scroll down the actions and select the OPENREPORT action.
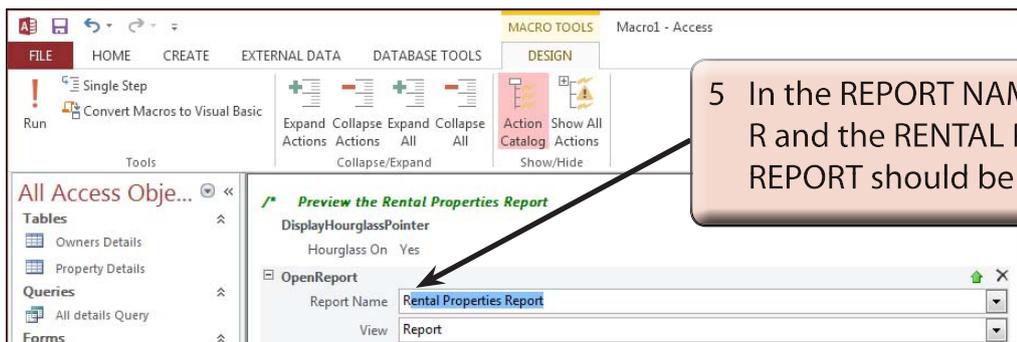
5 In the REPORT NAME box enter R and the RENTAL PROPERTIES REPORT should be displayed.

NOTE: The program will suggest possible arguments for each action step from the database as you enter a few letters to help you build the macro.