

This Section is optional - if you have completed all of the work to date and wish to know more, please work through this section. Not completing this work will not affect your final mark in any way, however it will add to your understanding of Macros and will enable you to tailor an Access database to a high degree.

Macros, More Forms & Menu Systems

Aims of Session:

To enable you to:

- Create, edit and run a simple macro
- Design Forms using command buttons and option groups
- Create a macro group
- Name macros
- Use macros with conditional statements
- Use forms in conjunction with macros

Tailoring a complex system for ease of use by Novice Users

By this point in the course you will be using Access in an involved and sophisticated manner. However, you may be in the position of being "the office expert" and you may wish to present a much simpler interface to occasional and casual users. Although the GUI (Graphical User Interface - in this case Windows) helps greatly in enabling occasional users to use the technology, there can be no doubt that a sophisticated database package such as Access demands a great deal from the user; indeed, think about the work that you've put in to reach this point of the course.

How can we make things simpler for the occasional user?

We could provide some guided assistance, in particular we could provide a menu of choices for the user. The drawback is that there is a considerable lack of flexibility and the main advantage is that there are few or no training requirements for the user.



This section is concerned with enabling you to place yourself in the position of being the "office expert" in a small organisation that does not have a dedicated IT support department. The solutions we shall explore are not to be thought of as computer programming but do represent a step in that direction.



Creating a Simple Macro ("Hello World")

A macro is a way of automating tasks that are otherwise carried out with the mouse or keyboard. A macro can record a sequence of key strokes and/or mouse actions, save them in a file (the macro) and allow the user to play them back by simply running the macro. This can save a lot of time in carrying out repetitive tasks. Macros (at least in this particular package) can be made to respond to events, such as the user clicking on a button or choosing a particular menu choice.

Whilst there are significant limitations to the actions that can be carried out with a macro, a high degree of automation can be achieved without recourse to a programming language. Indeed it is possible to develop a complete database application using nothing but macros.

Creating a Simple Macro

We are going to create a macro that does nothing but display a message on the screen. "Hello World" is the message that we shall display and we'll call the macro "Hello".

-  Ensure that the student records database is open and that the database window is on your screen.
-  Select the MACRO tab (Figure 5.1).



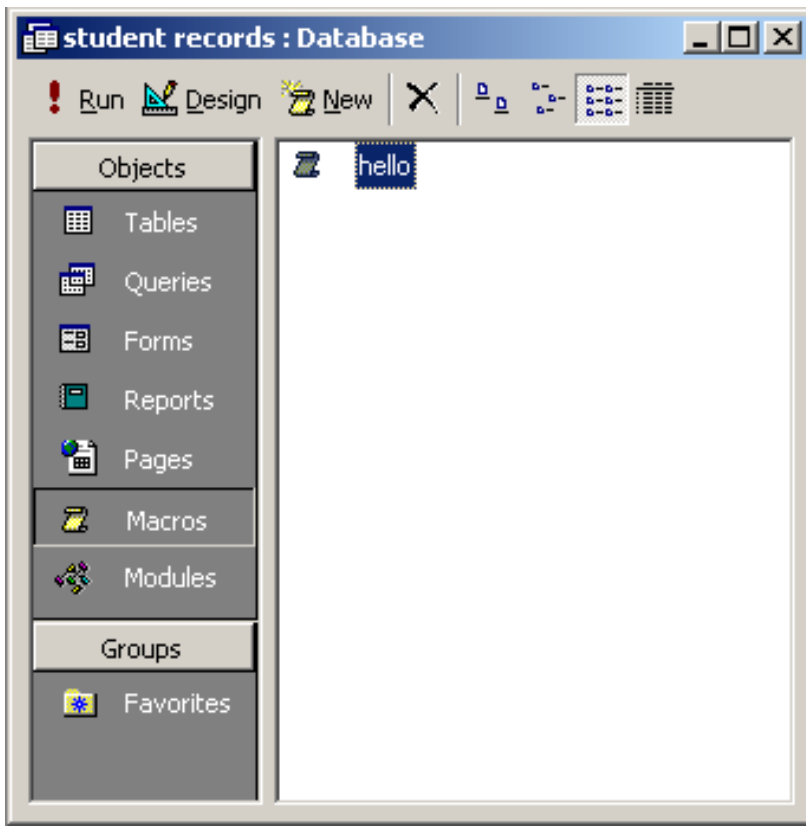


Figure 5.1: The Macro Tab



Click on the NEW button to display a Macro Window (Figure 5.2)

Notes



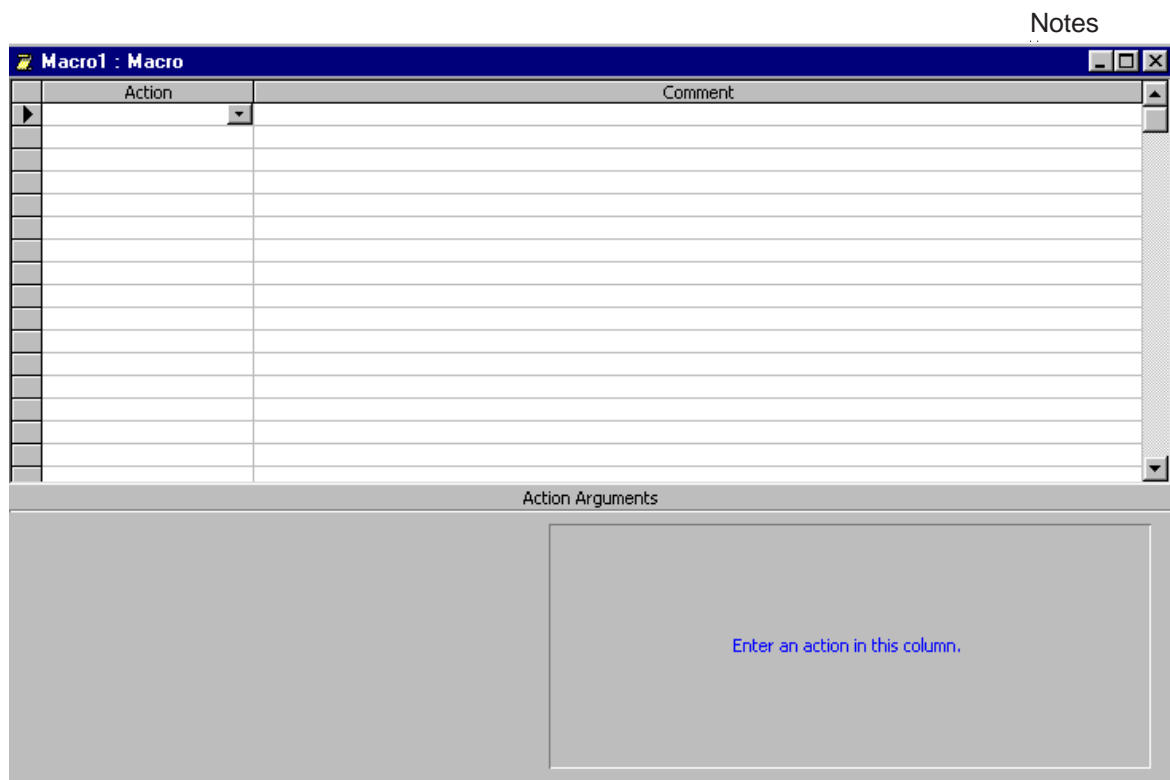


Figure 5.2: The Macro Window

Initially, the macro window has two columns, an ACTION column and a COMMENTS column. The ACTION column is where we place the commands (or actions) that we want the macro to carry out.

The COMMENTS column allows us to document the macros, i.e. we can write in a meaningful description of what is going on.

There are many actions that can be carried out within an Access macro. The basic actions that we are concerned with on this course can be grouped into the following categories.

- Open and Close database objects (Tables, queries, forms and reports)

- Display messages

- Build menu systems

- Export/Import data to/from other applications



The MSGBOX action

The MSGBOX action enables us to display a message on the screen . We'll use this to display the message "Hello World".

- ➔ Ensure that the ACTION column of the first row of the Macro Window is selected and click on the "down arrow" icon.

This will result in a list of actions (Figure 5.3).

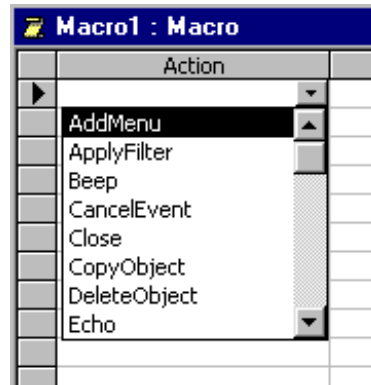


Figure 5.3: Macro action list

- ➔ Scroll down until the MSGBOX action appears.
- ➔ Select the MSGBOX action by clicking on it

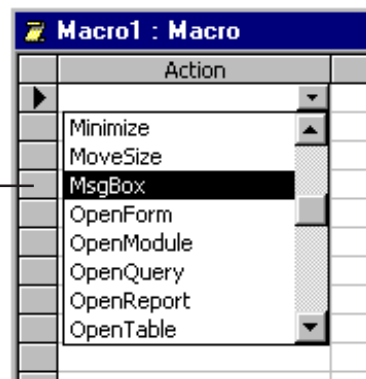


Figure 5.4: Selecting the MSGBOX action

- ➔ Move to the comments column and type in the phrase "say hello world".

This will remind us at a later date what the macro is doing.

We've told the macro that we want to display a message, how do we tell the macro what the message is and how to display it?

We need to supply the action arguments.

Arguments are the items of data that the action needs to complete its work. In this case a necessary argument would be the text of the message that we want to display. Other arguments exist for this action and will be considered as we work through the example.



Notes

- ➔ Enter the text "First Macro" in the Title box

The completed arguments are shown in Figure 5.6.

Message	Hello World
Beep	Yes
Type	Information
Title	First Macro

Figure 5.6: Completed Arguments for the "Hello World" macro

- ➔ Save the macro by selecting the FILE/SAVE option
- ➔ When prompted, save the macro as "Hello"
- ➔ Test the macro by running it - do this by clicking on the run button in the toolbar.

If the Microsoft Office Assistant is not running, you should see Figure 5.7 on your screen. Alternatively you will see the message displayed via the Assistant as shown in Figure 5.8.




Figure 5.7: Hello World (No Office Assistant)




Figure 5.8: Hello World (With Office Assistant)



Notes

-  When you are satisfied that your macro works, close the macro window to return to the Database window.

-  Try running the "Hello" macro directly from the database window either by double clicking on it or by selecting it (highlighting it) and then pressing the RUN button.



Building our own menu system using forms and macros

The work we did in the last section on forms and switchboards can be developed. Although the SwitchBoard was a good start such techniques are limited in their scope. Building a menu system using macros is a more configureable way of approaching the task. Macros are effectively scripts that allow us to control the behaviour of Access. Macros stop short of programming although they do offer some of the control and flexibility that programming gives us.

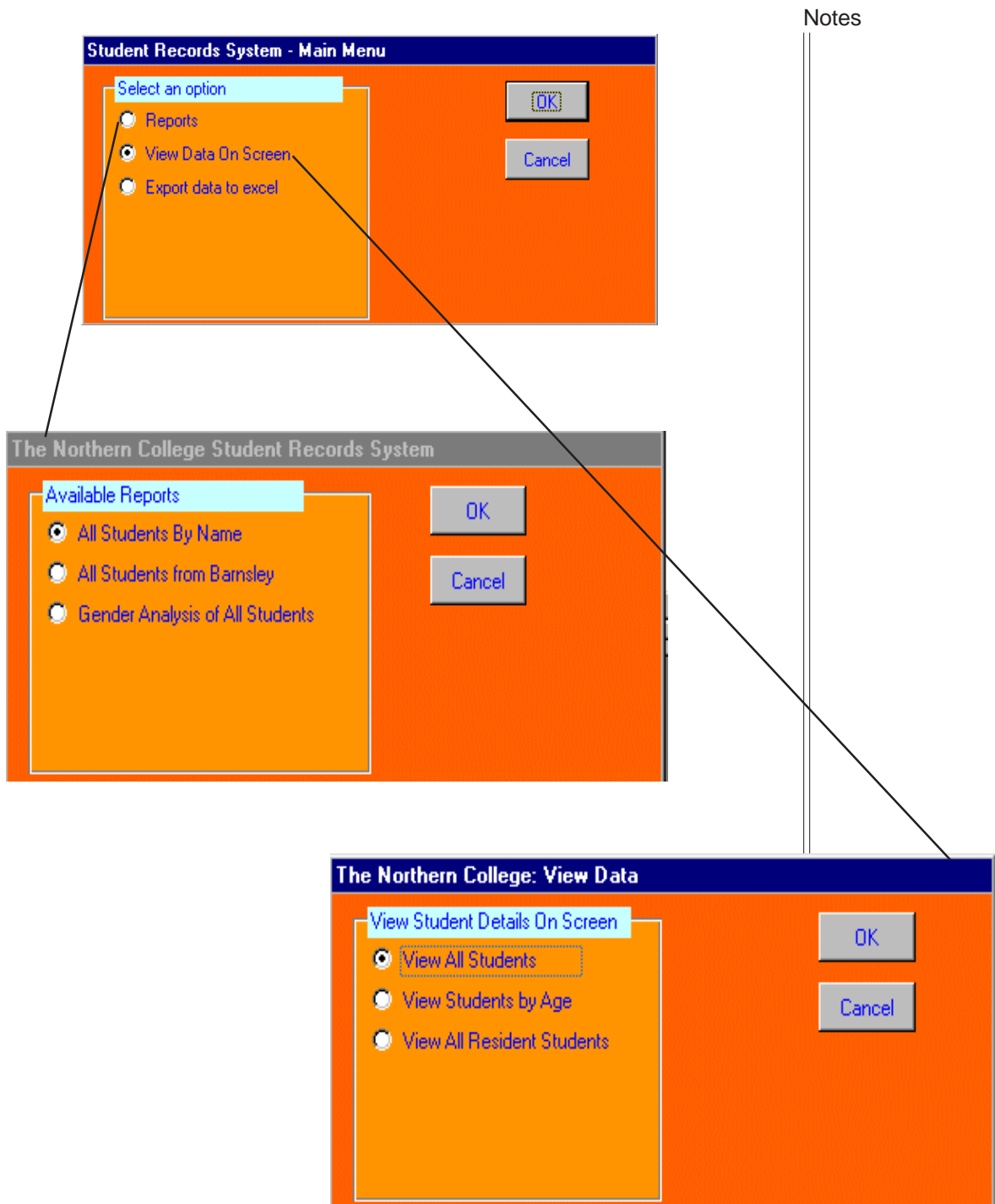
The Northern College Student Record System (Ver 2)

Consider Figure 5.9. The menu system consists of three forms and they are linked together by macros that are activated by clicking on COMMAND BUTTONS. Each of the forms has on it the following objects:

Command Button

Option Group (comprising of option buttons and labels). An options group is used to display a set of option buttons. Only one of these buttons can be selected at anyone time, and it is possible for a macro to know which button is selected. In programming terms an option group would be known as an array.





Notes

Figure 5.9: Student Records Menu System using individually designed forms and macros



Notes

Creating the Main Menu Form

Much of the work done in the last section is applicable here. As the forms are similar, we are going to create one and make two copies. We will amend the copies as needed. Each form has two command buttons (OK and Cancel) and an options group.

- ☞ Ensure that the database window is open and that the FORMS tab is selected
- ☞ Click on the new button to begin creating a new form

This time we won't use a wizard.

- ☞ Select the DESIGN VIEW option

We are not basing this form on a table or query so do not select a table or query, simply

- ☞ press the OK button.

This will take you straight to the form design view (Figure 5.10).

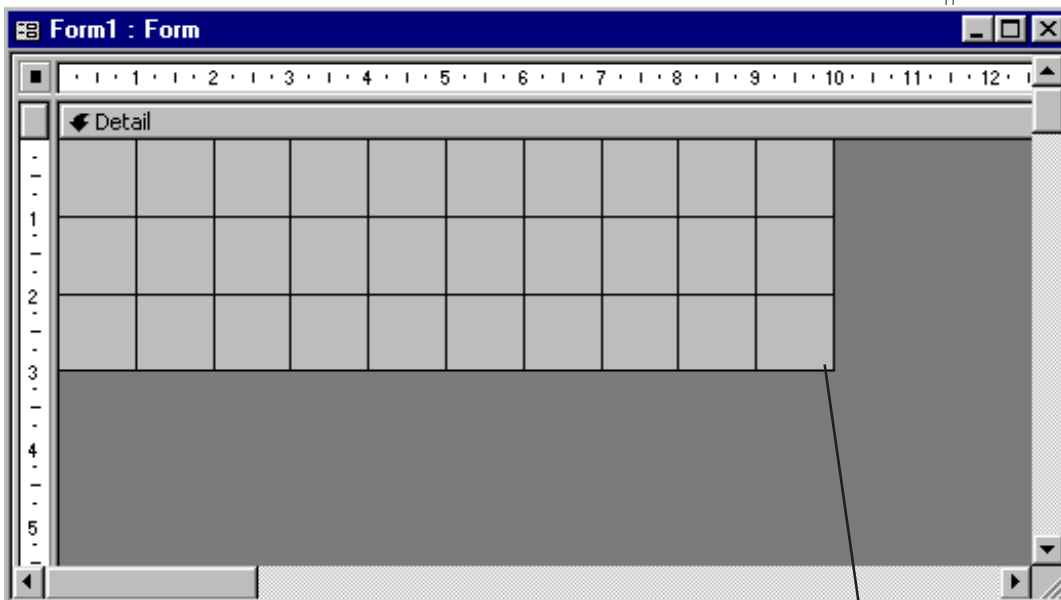


Figure 5.10: Creating a form for our menu system

- ☞ Make the grid area a little larger by dragging the bottom right corner.
- ☞ From the toolbox, select the OPTION GROUP object



- ☞ Drag an outline of the option group over the form grid.
Make it large enough to cover the left half of the grid.

If you are uncertain, have a look at the forms in Figure 5.9. Don't worry about the exact size and positioning at this stage.

An option group wizard will open (Figure 5.11).

- ☞ Enter the options needed for the main menu.

They are:

- Reports
- View Data on Screen
- Export data to Excel.

Note: The process of adding this data is similar to the process of adding a student record in STUDREC.



Figure 5.11: The Options Group Wizard

When you've finished your screen should look like Figure 5.12.



Notes



Figure 5.12: Main Menu Choices

☞ Click on the NEXT button

You will now be prompted to select a default option.

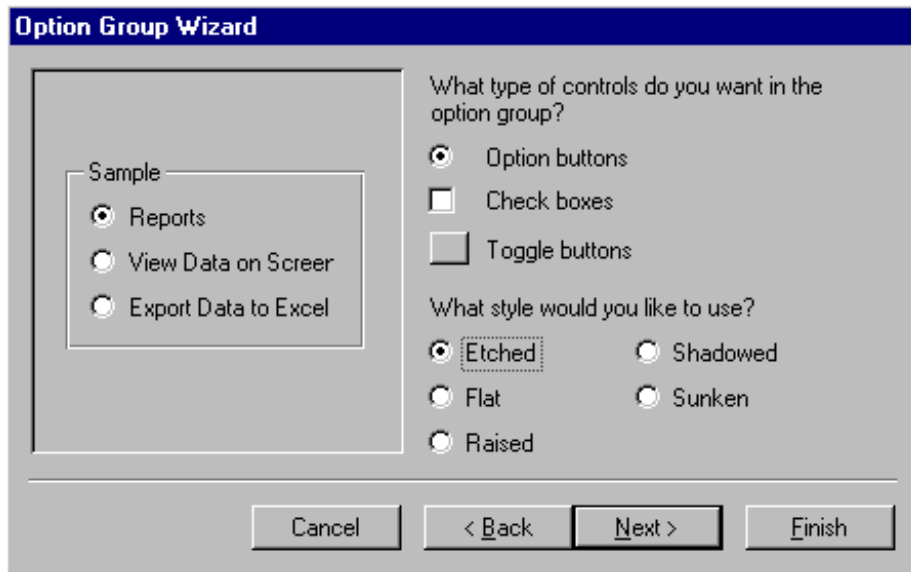
☞ Select "No, I don't want a default"

☞ Click on the NEXT button

The wizard now assigns values to each choice (they'll be 1,2 and 3 in this case). Although you can change these values we won't do so in this example. The values are numbers that a macro can refer to in order to find out which choice the user has selected, so if the macro finds 1, it "knows" that the user has selected the REPORTS option.

☞ Press the NEXT button to move to the "style" window of the wizard (Figure 5.13)





Notes

Figure 5.13: Choosing an Options Group Style

- ☞ Select "Option Buttons" and "Etched" - BUT please play around with the settings and observe the effects in the left of the window.
- ☞ Press the NEXT button
- ☞ Type in the caption "Select an option" for the frame group
- ☞ Press the FINISH button

The form will look like Figure 5.14. The option group can be selected and moved and resized just like any other object - it IS an object.



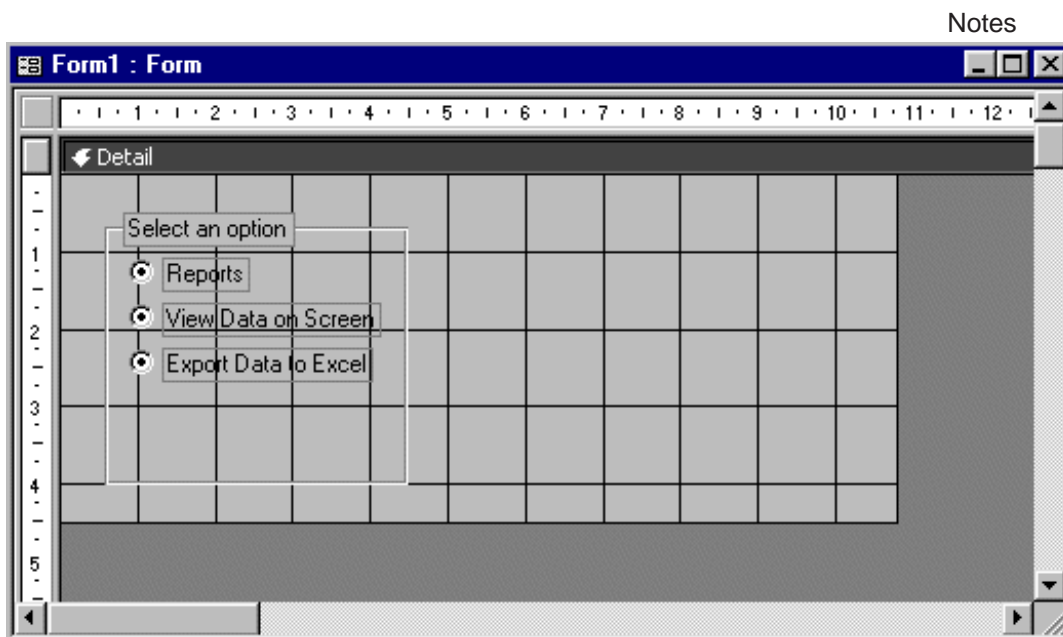


Figure 5.14: Option Group on a Form

Now we need to add two COMMAND BUTTONS, one for OK and the other for CANCEL



Select the Command button icon from the toolbox



In the top right quarter of the form design grid, drag the mouse to create a command button (this one's going to be the OK button)

Don't worry about the exact size and position of the button at this stage, you can always adjust things later. Drawing the command button object on the form will activate the Command Button Wizard (Figure 5.15).



Notes

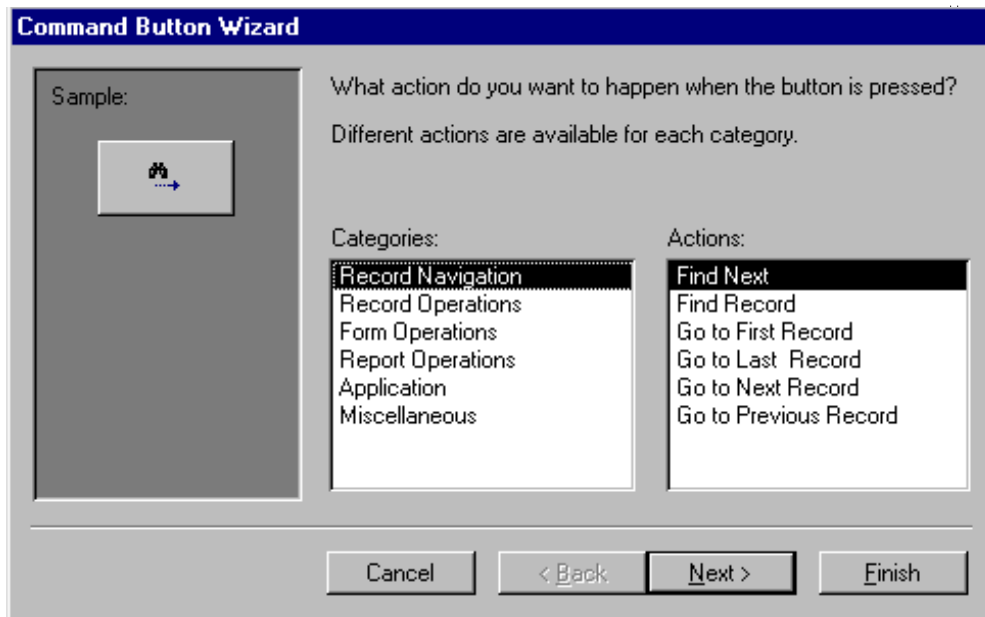


Figure 5.15: The Command Button Wizard

This wizard enables us to assign actions to the button (such as Go to the Last record in a data table or query). An action is what happens when the button is clicked on.

- ☞ Select the MISCELLANEOUS category (the list of available actions will change)
- ☞ Select the RUN MACRO option (we're doing this because we are constructing a menu system out of forms and macros).
- ☞ Press the NEXT button (you should now see a list of available macros - it will be a short list; it will contain one macro called HELLO because that's all we've written so far).
- ☞ Select the HELLO macro (we will change it later)
- ☞ Press the NEXT button to move to the text/picture definition window (Figure 5.16)



Notes



Figure 5.16: Formatting a Command Button

- ☞ As this is the OK button, select the **TEXT** option and type in the text "OK" (no quotation marks)
- ☞ Press the **NEXT** button
- ☞ Rename the Command Button to "OK Button"
- ☞ Press the **FINISH** button
- ☞ If you need to, move and resize the OK button

So far, we've created a form that has on it an options group and a command button. We now need to place a second command button on the form (underneath the OK button) that will allow us to close the form. The button will be a **CANCEL** button.

- ☞ Select the **COMMAND BUTTON** icon from the toolbox
- ☞ Draw the outline of the second command button on the form (make it roughly the same size as the OK button that you've just created, and place it underneath the OK button). This will activate the Command Button wizard (Figure 5.17).



Notes

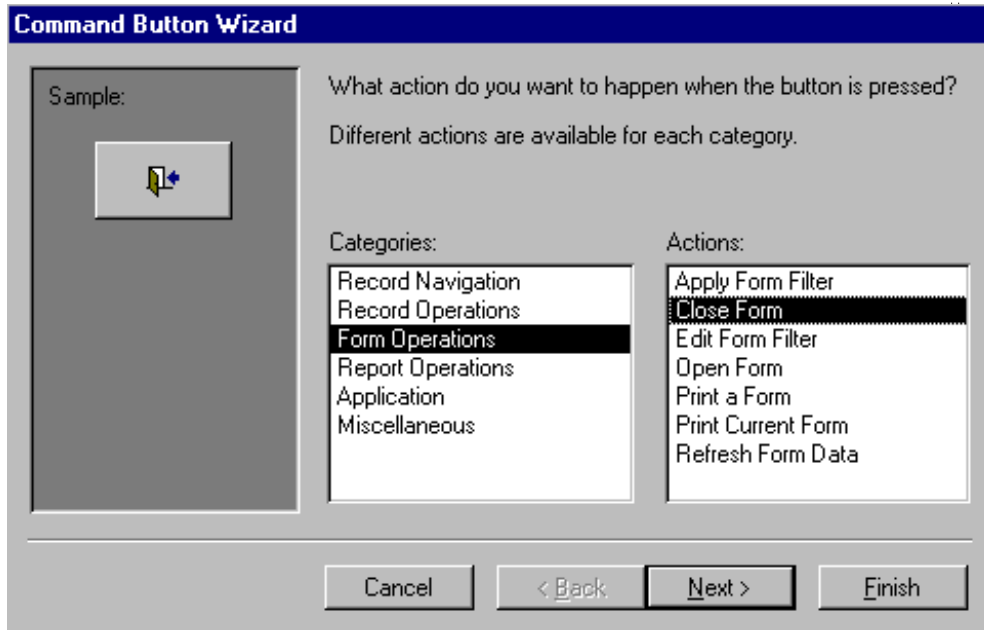


Figure 5.18: Setting Actions for the CANCEL button

- ☞ Select the **FORM OPERATIONS** category
- ☞ Select the **CLOSE FORM** action (the close form action closes the current form)
- ☞ Press the **NEXT** button to move to the text/picture definition window
- ☞ Select **TEXT** and type in the text "CANCEL"
- ☞ Press the **NEXT** button
- ☞ Rename the command button to "CANCEL BUTTON"
- ☞ Press the **FINISH** button
- ☞ Save the form as "STUDENT RECORDS MAIN MENU"
- ☞ View the form in **FORM VIEW** (you should see something like Figure 5.19)



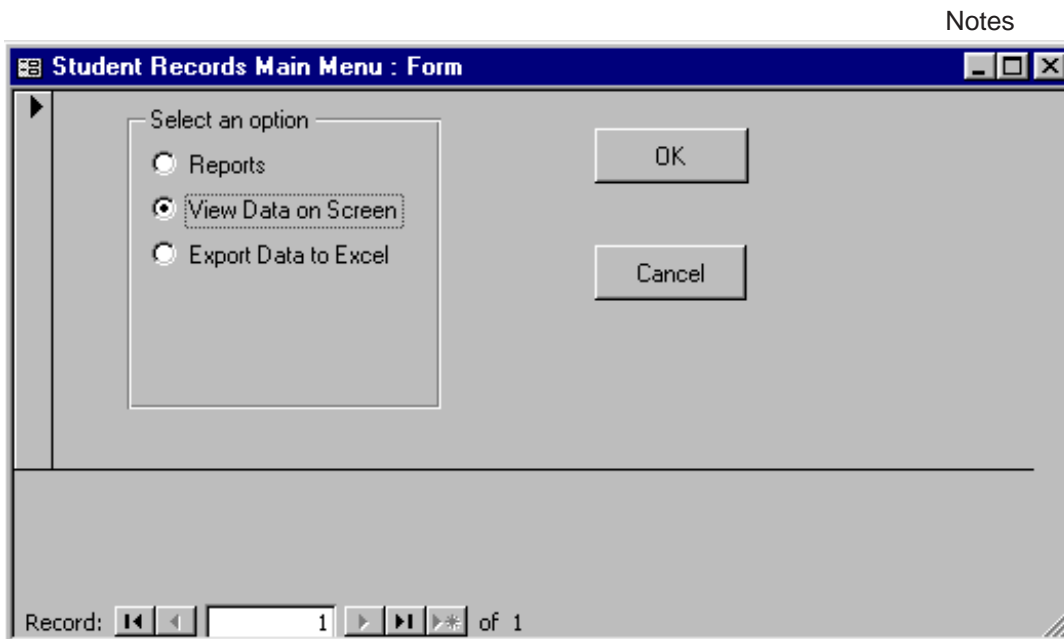


Figure 5.19: Main Menu (ver. 1)

This form is good for a first attempt, but it could do with cleaning up a bit. The most obvious thing wrong here is that there is a record navigation bar at the bottom of the form. This would be fine if the form was designed to enable us to scroll through a set of records, but that's not the case here.



Switch to design view



Click on the "object properties button" with the **right** button of the mouse, i.e. the square in the top right corner of the form (see Figure 5.20).



Figure 5.20: Selecting "Form properties Menu Button"

The following menu should appear (Figure 5.21)

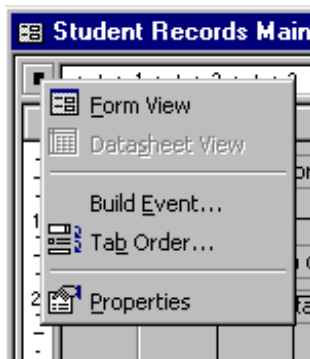


Figure 5.21: Choosing "Form Properties"



- ☞ Select the **PROPERTIES** option. Note that these properties belong to the form as a whole and not to the individual objects on the form.

You will see the following properties window (Figure 5.22).

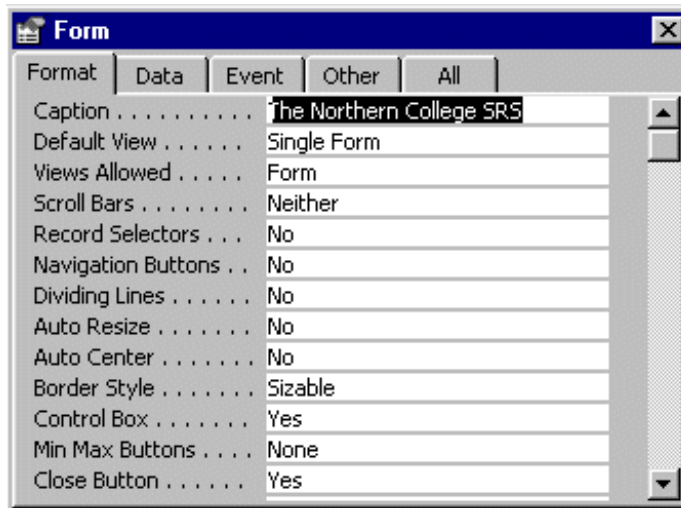


Figure 5.22: Form Properties

This form allows us to define exactly how the form will behave. The following properties are worthy of comment at this stage.

Caption This is what will appear in the title bar of the form

- ☞ Enter "The Northern College SRS"

Default View Determines whether the form will be displayed as a datasheet, a continuous form or a single form

- ☞ Enter **SINGLE FORM**









Views Allowed Determines whether the user can switch to design view

- ☞ Select **FORM**

Scroll Bars Do we want scroll bars

- ☞ Select **NO**



		Notes
Record Selectors	These are the buttons that move to the next record or back to the last record	
	Select NO	
Navigation Buttons	These are the "Fast Forward to end of file & Rewind to Beginning of file buttons (we don't want to show them)	
	Select NO	
Dividing lines	Do we want dividing lines drawn across our form?	
	Select NO	
Auto Resize	If yes the form will be resized to fit a record in it - this is not applicable in this case	
	Select NO	
Auto Centre	Actually, it's "Center" but that's an American spelling, Yes to automatically centre the form on the screen.	
	Select NO	
Border Style	What sort of border do we want around the form	
	Select SIZABLE	
Control Box	Do we want the user to be able to access a pull down menu by clicking in the left corner of the title bar?	
	Select YES	
Min Max Properties	Can the user see the Minimise and Maximise buttons	
	Select NO	



Notes

Close Button Can the user close the form with the CLOSE button?

 Select YES

Ensure that your form properties are set to those shown in Figure 5.22.

 Save your form (as Student Records Main Menu)


 Close the form


Copying the Main Menu Form to create two Sub Menu forms

It would be quite a major task to create our two sub menu forms from scratch, however, we don't need to. We can simply make two copies of the "Main Menu" form and amend them to suit.

The following procedure will take you through creating the REPORTS sub menu. You will be expected to create the VIEW menu on your own.

 Select the STUDENT RECORDS MAIN MENU FORM and make a copy of it (select copy from the EDIT menu)

 PASTE the copy of the form back into the forms section of the database window

 When prompted, rename the copy as REPORTS MENU

 Select the REPORTS MENU

 Switch to design view



- ☞ If the "form properties" window is not open right click on the "form properties" button to call up the form properties menu
- ☞ Select the **PROPERTIES** menu option
- ☞ Change the **CAPTION** property from "The Northern College SRS" to "Reports Menu" (don't type the quotation marks).
- ☞ Close the form property box

We now have to change the text in the Options Group header from "Select an Option" to "Available Reports".

- ☞ Right click on the Options Group header to call up a menu for that object (Figure 5.23)

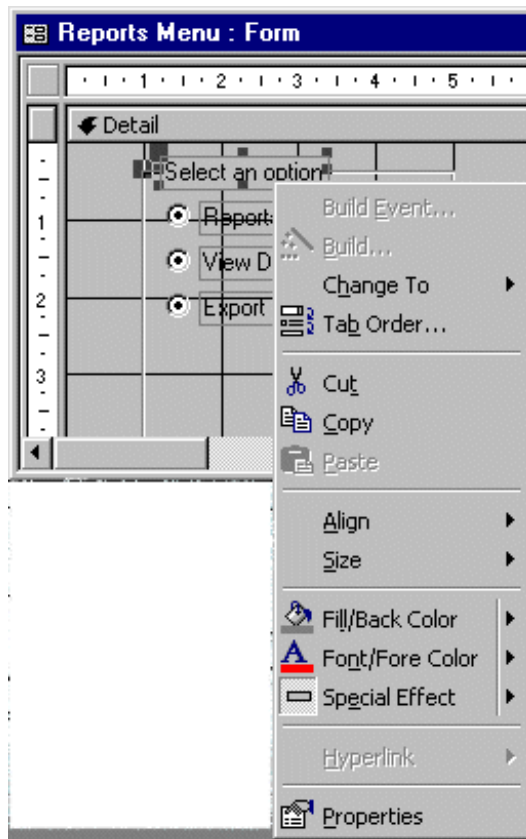


Figure 5.23: Selecting the **PROPERTIES** option

- ☞ Select the **PROPERTIES** option to display the label properties window (Figure 5.24)



- ☞ Edit the caption property to read "Available Reports" (Figure 5.24)
- ☞ Close the properties box



Figure 5.24: The CAPTION property

We now need to change the labels for each of the three options in the options group in the same way. The following instructions take you through this process.

- ☞ Right click on the option 1 label (Reports)
- ☞ Select the PROPERTIES option from the pop up menu
- ☞ Change the CAPTION property (under the Format tab) from "Reports" to "AllStudents by Name" (Resize the label if you need to)
- ☞ Close the Properties box

We'll do this again for the second option.

- ☞ Right click on the option 2 label (View Data on Screen)
- ☞ Select the PROPERTIES option from the pop up menu
- ☞ Change the CAPTION property (under the Format tab) from "View Data on Screen" to "All Students from Barnsley" (Resize the label if you need to)
- ☞ Close the Properties box



And once more for the third option.

- ☞ Right click on the option 3 label (Export Data to Excel)
- ☞ Select the **PROPERTIES** option from the pop up menu
- ☞ Change the **CAPTION** property (under the Format tab) from "Export Data to Excel" to "Gender Analysis of all Students" (Resize the label if you need to)
- ☞ Close the Properties box
- ☞ Check your form & make sure that you're happy with it
- ☞ Save the form

Exercise 5: Question 1.

Edit the form "View Menu" so that it looks like the one shown in Figure 5.25. Be sure to save the form as "VIEW MENU". Assessment will consist of showing your tutor the form on your computer screen.

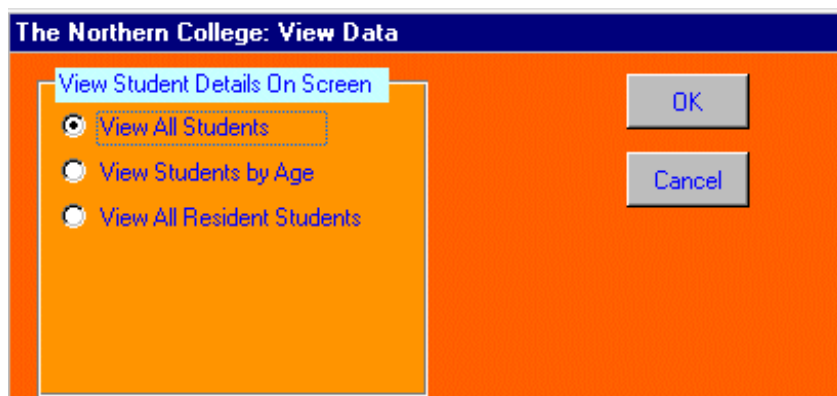


Figure 5.25: The View Menu



Macro Groups

There are now three forms, each of which is part of a menu system for our student records system. We have to make them work in conjunction with each other. This requires a macro to be written for each action (calling a sub menu, running a report, closing a form etc.).

There is a potential problem here. We could easily find ourselves writing a great number of macros and it would quickly become difficult and unwieldy to keep track of them all. The answer to this problem is to make use of Macro Groups. A Macro Group can be used to group together all those macros that have something in common. In the worked example that follows, we are going to group together all those macros that have a role to play in the menu system.



Select the Macro tab in the Database Window



Click on the NEW button



As with the previous "Hello World" macro, we have an Action Column and a comments column. However, we need to add in a NAMES column (so we can give our macro(s) a name(s)) and a conditions column (so we can conditionally execute a macro). Conditionally executing a macro means that we only wish to execute a macro if some testable condition is true, e.g. execute the macro to run the Gender Analysis report, only if that's what the user chose from the menu.



Locate the MACRO NAME button in the toolbar and click on it.



This will add a further column (Macro Name) to the Macro design sheet.



Locate the CONDITIONS button in the toolbar and click on it.



This will add another column (Conditions) to the Macro Design sheet.



We are going to set up a series of macros that work with the "Main Menu" form and with the "Reports Menu" form. We'll leave the "View Menu" for the moment as you will be asked to work through that on your own.

The "Quit from Main Menu" macro

We need to give this macro a name, we'll call it "quitmain".



In the first row of the macro design window, in the column **MACRO NAME**, type "quitmain" (don't type the quotation marks)

We want this macro to run every time we click on the QUIT button in the main menu form, therefore there are no conditions to satisfy - the macro will run each and every time we click on the QUIT button.



Skip the **CONDITIONS** column and under the **ACTIONS** column, select the action **CLOSE**

In the bottom left of your screen you will be asked to define the object type that you want to close (i.e. whether it's a table, query, report etc.), the name of the object that you wish to close and whether you wish to save the object when you close it. in this case the object type is a **FORM**, the name of the form is **STUDENT RECORDS MAIN MENU**, and we do not need to save it.



Under **OBJECT TYPE**, select **FORM**



The form name is **STUDENT RECORDS MAIN MENU**



NO, we won't save the form when we close it



- ☞ Select the **EVENT** tab in the **CANCEL BUTTON** properties box
- ☞ Select the macro "menuseystem.quitmain" in the event box for **ON CLICK** (Figure 5.27)

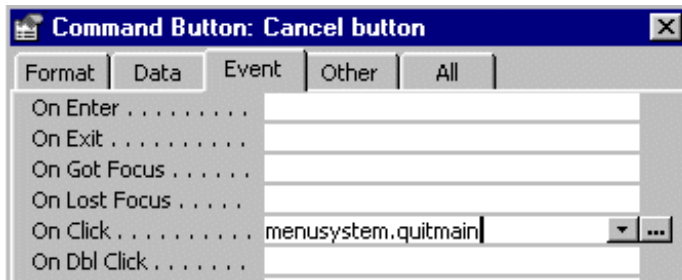


Figure 5.27: ON CLICK event

- ☞ Close the **PROPERTIES** box
- ☞ Switch to **FORM VIEW**
- ☞ Test your macro by clicking on the **CANCEL** button (the main menu form should close)

Configuring the Ok Button on the main menu form

At the moment, pressing the OK button on the main menu will run the "hello world" macro, we assigned the "Hello World" macro to this button in an earlier exercise. Whilst this is fine for a first exercise, it won't do for a working menu system. We need to replace it with a macro specially designed to carry out one of the three choices available to us. We'll develop this macro by editing the **MENUSYSTEM** macro (which is really a macro group because it has one or more named macros within it (so far we've got one macro in it called quitmain; we refer to it as menuseystem.quitmain)).

The macro we are going to develop depends upon us knowing what the name of the options group frame is in the **STUDENT RECORDS MAIN MENU**. We need to ensure that the frame name is "menu".

- ☞ Open the **Student Records Main Menu**
- ☞ Ensure that you are in **design mode**



Notes

- ☞ Right click exactly on the etched border of the options group
- ☞ Select the **PROPERTIES** option from the pop up menu
- ☞ Select the **OTHER** tag of the properties box
- ☞ Change the **NAME** property from whatever it is (probably **Frame0** or similar) to menu (Figure 103)
- ☞ Close the properties box
- ☞ Close the form and confirm that you want to save the changes you have just made

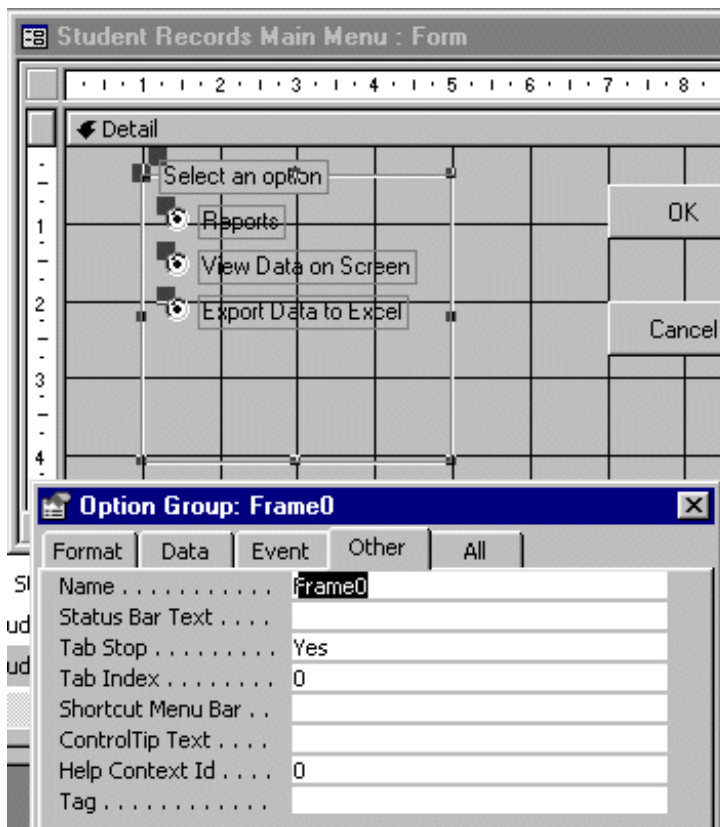


Figure 103: Changing the name of the options group

- ☞ Open the **MENUSYSTEM** macro in design mode



Notes

Remember that when we created the three options in the options group, each of them had a number associated with them, i.e. 1, 2 & 3 respectively. We can test to see if the number selected is 1, 2 or 3.

The conditions we are going to include in the macro are:

```
Forms![Student Records Main Menu]![menu]=1
Forms![Student Records Main Menu]![menu]=2
Forms![Student Records Main Menu]![menu]=3
```

Each test can be explained as follows:

Forms	what type of object are we referring to (a form in this case)
!	this is used to "join together" the various bits of the testable condition
[Student Records Main Menu]	this is the name of the object
!	we're joining another bit on
[menu]	which control object on the form? (called menu in this case)
=1 or 2 or 3	have we selected choice 1, 2 or 3



Ensure that you enter the macro (called MAINCHOICE) as shown in Figure 5.28






menuselect : Macro			
Macro Name	Condition	Action	
quitmain		Close	
mainchoice	[Forms]![Student Records Main Menu]![menu]=1		
	[Forms]![Student Records Main Menu]![menu]=2		
	[Forms]![Student Records Main Menu]![menu]=3		

Figure 5.28: Building the MAINCHOICE macro (1)







Any macro will execute each statement in turn until a blank line is encountered so make sure that you do leave a blank line between each macro.



Notes

-  Type in the FORM NAME "Reports Menu" (no quotation marks)
-  Set the VIEW option to FORM
-  Set the DATA MODE option to EDIT (we want to be able to select a choice)
-  Set the WINDOW MODE to NORMAL
-  Close the macro design window and save the changes when prompted

In order to test what we've done so far, we need to assign this macro (the mainchoice macro) to the "OK" button on the main menu form.

-  Open the STUDENT RECORDS MAIN MENU form
-  Ensure that you are in design view
-  Right click on the OK button
-  Select the PROPERTIES option from the pop up menu
-  Select the EVENT tag in the properties window
-  Set the On Click event to the macro menusystem.mainchoice (Figure 5.30)



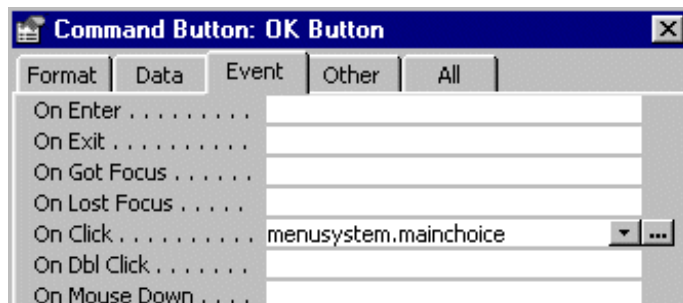


Figure 5.30: Assigning the mainchoice macro to the OK button








- ☞ Close the properties window
- ☞ Switch to FORM VIEW
- ☞ Select choice 1 (Reports Menu) This should open the Reports sub menu, don't proceed until it works.
- ☞ Close the reports window
- ☞ Close the Main Menu

We need a macro to quit from the REPORTS MENU when the user clicks on the "CANCEL" button of the REPORTS MENU form.

- ☞ Open the menusystem macro in design mode
- ☞ Leave a blank line underneath the mainchoice macro and type the name "quitreports" (no quotation marks) in the Name column
- ☞ Move to the action column of the same line and select the CLOSE action
- ☞ We need to supply the arguments for the CLOSE action
- ☞ Under OBJECT TYPE, select FORM



Notes

-  The form name is REPORTS MENU
-  NO, we won't save the form when we close it
-  Close the Macro Design Window (save the changes)
-  Test the macro by:
-  Opening the STUDENT RECORDS MAIN MENU form
-  Selecting the "Reports" option
-  Clicking on the OK button

The "Reports" Menu should be displayed.

-  Click on the Cancel button of the Reports menu

This will run the quitreports macro and close the form. You should be able to repeat this sequence at will.











-  Close all forms

Configuring the Reports Menu form



Let's take the menu system further by plugging in the routines that will make the "REPORTS MENU" form work. We will need to write a macro to test which choice the user has made and to display or print the appropriate report.

We'll call our macro "REPORTCHOICES"; to create it we'll need to open the MENUSYSTEM macro group. Take care to name the options group object "menu" (as we did for the main menu)

First we'll make sure that the option group is called "menu"




-  Open the REPORTS MENU form
-  Ensure that you are in design view
-  Right Click on the Options Group object (click on the etched border)
-  Select the PROPERTIES option from the pop up menu
-  Select the OTHER tag of the properties box
-  Change the NAME property to "menu" (no quotation marks)
-  Close the properties box
-  Close the REPORTS MENU FORM (save the changes)

Now we'll create the "reportchoices" macro

-  Open the MENUSYSTEM macro group in design mode
-  Locate the quitreports macro



Notes



-  Leave a blank row underneath the quitreports macro
-  In the Name column, type "reportchoices" (no quotation marks)
-  Type in the three conditions as shown in Figure 5.31

menuselect : Macro		
Macro Name	Condition	Action
quitmain		Close
mainchoice	[Forms]![Student Records Main Menu]![menu]=1	OpenForm
	[Forms]![Student Records Main Menu]![menu]=2	
	[Forms]![Student Records Main Menu]![menu]=3	
quitreports		Close
reportchoices	[Forms]![Reports Menu]![menu]=1	OpenReport
	[Forms]![Reports Menu]![menu]=2	OpenReport
	[Forms]![Reports Menu]![menu]=3	OpenReport

Figure 5.31 recordchoices conditions

We now need to assign an action to each line. We know we want to run a report for each choice so we'll select the OPEN REPORT action in each case.

NOTE: if we wanted to open a query, we would select the OPEN QUERY action, this will be needed when you are developing the VIEW sub menu.

-  Move to the action cell in the first line of the recordchoices macro
-  Select the OPEN REPORT action


We now have to define what the report is called, whether we wish to print it or merely display it on screen and whether there are any filters involved. These arguments are supplied in the bottom left of the screen.



 Enter the name of the report (All Students - by name)

 Select **PRINT PREVIEW** as the view option

We have just defined what happens if the user selects option 1 on the main menu form. Let's proceed and complete the code for choices 2 and 3.


 Move to the action cell in the second line of the recordchoices macro

 Select the **OPEN REPORT** action

 Supply the action arguments as follows:

 Report Name = Barnsley

 View = **PRINT PREVIEW**

 Move to the action cell in the third line of the recordchoices macro

 Select the **OPEN REPORT** action

 Supply the action arguments as follows:

 Report Name = Gender Analysis









 View = **PRINT PREVIEW**

 Close the macro window and save the changes you have made




We have now written the second macro in the group and we must now assign this macro to the OK button in the Reports Menu form.







Notes

-  Open the **REPORT MENU** form
-  Ensure that you are in design mode
-  Right click on the **OK** button
-  Select the **PROPERTIES** option from the pop up menu
-  Select the **EVENT** tag of the properties box
-  Enter the macro name "menusystem.reportchoices" in the **OnClick** property box (no quotation marks)
-  Close the **Command Button** properties box
-  Close the **REPORTS MENU** form (save the changes)

We're now ready to test the menu system that we have developed so far. The menu system will load a main menu, select a reports sub menu, and select three reports from that sub menu.

-  Load the **STUDENT RECORDS MAIN MENU** form
-  Ensure that you are in **FORM** view
-  Select the **REPORTS** option and click on the **OK** button

This should display the **REPORTS** sub menu

-  Select option **1** (list all students). This should open the report in a print preview window on your screen.
-  Close the report
-  Select each report in turn, ensuring that it all works.
-  Close all the forms



Notes

Exercise 5: Question 2.

Refer to Figure 5.9. Ensure that you devise the appropriate macros to include the VIEW MENU form options in your menu system. Your macros should be stored in the menystem macro group.

You should enable a user to execute all choices in both sub menus. Each sub menu should be capable of being closed by clicking on the CANCEL button.

This question will be assessed by showing the working system to your tutor.

Exercise 5 - Optional Extra

If you have the time and the inclination, you might like to consider how you could make the third choice on the main menu work, i.e. how could you export data from the STUDREC table to an EXCEL spreadsheet file.

You don't HAVE to do this but if anyone does rise to the challenge, I'm prepared to be impressed!

