

# Creating macros

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## What is a macro?

A macro is a set of one or more actions that each perform a particular task.

For example:

- Automatically maximising a form when you open it
- Automatically opening a form used for data entry, at a new record
- Printing a report at the click of a button
- Finding and filtering records to speed up your work
- Exiting your database and Access at the click of a button

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## What benefits do I gain by creating macros?

Macros provide an easy way to automate a repetitive or routine task that you find yourself doing regularly.

- Automating regular tasks builds efficiency and accuracy into your database

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## How many ways are there to create macros?

There are two main ways to create macros:

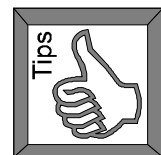
- Creating a macro in the Macros window and then attaching it to a Command Button or form (this is the way we will show you)
- Creating a macro through the Properties of a Command Button or form that already exists

### ***Macros and Command buttons!***

#### ***What benefit do I gain by attaching a Macro to create a Command Button, rather than using the Command Button Wizard to create them?***

*Generally speaking if you are creating lots of forms with the same Command Buttons, it is quicker and easier to create the first set and then copy and paste them elsewhere.*

*If you have used the Command Button Wizard to create your buttons you cannot do this – they won't work when they have been pasted!*



## **What is a macro group?**

You may sometimes find it convenient to group a number of related macros together.

- A macro group is a series of macros that appear together in the same Macro window