

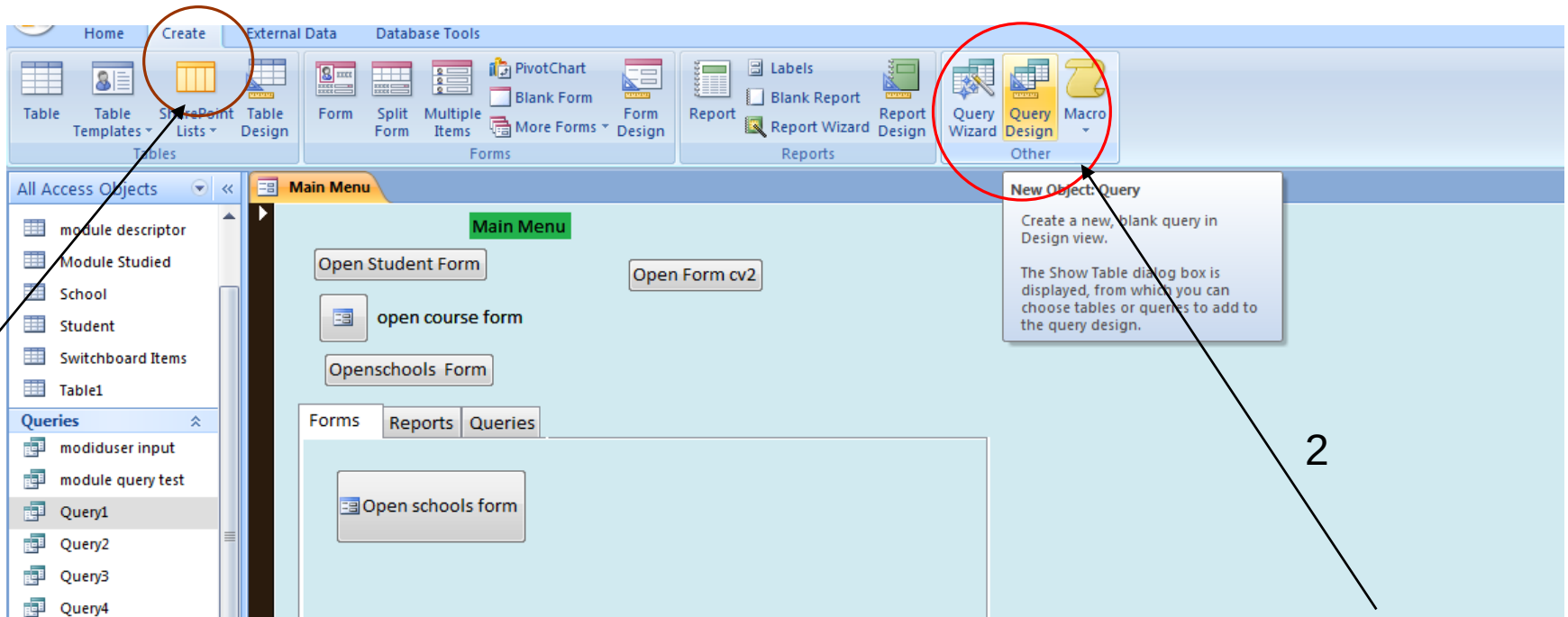
Information engineering

BUILDING A QUERY
USING MACROS

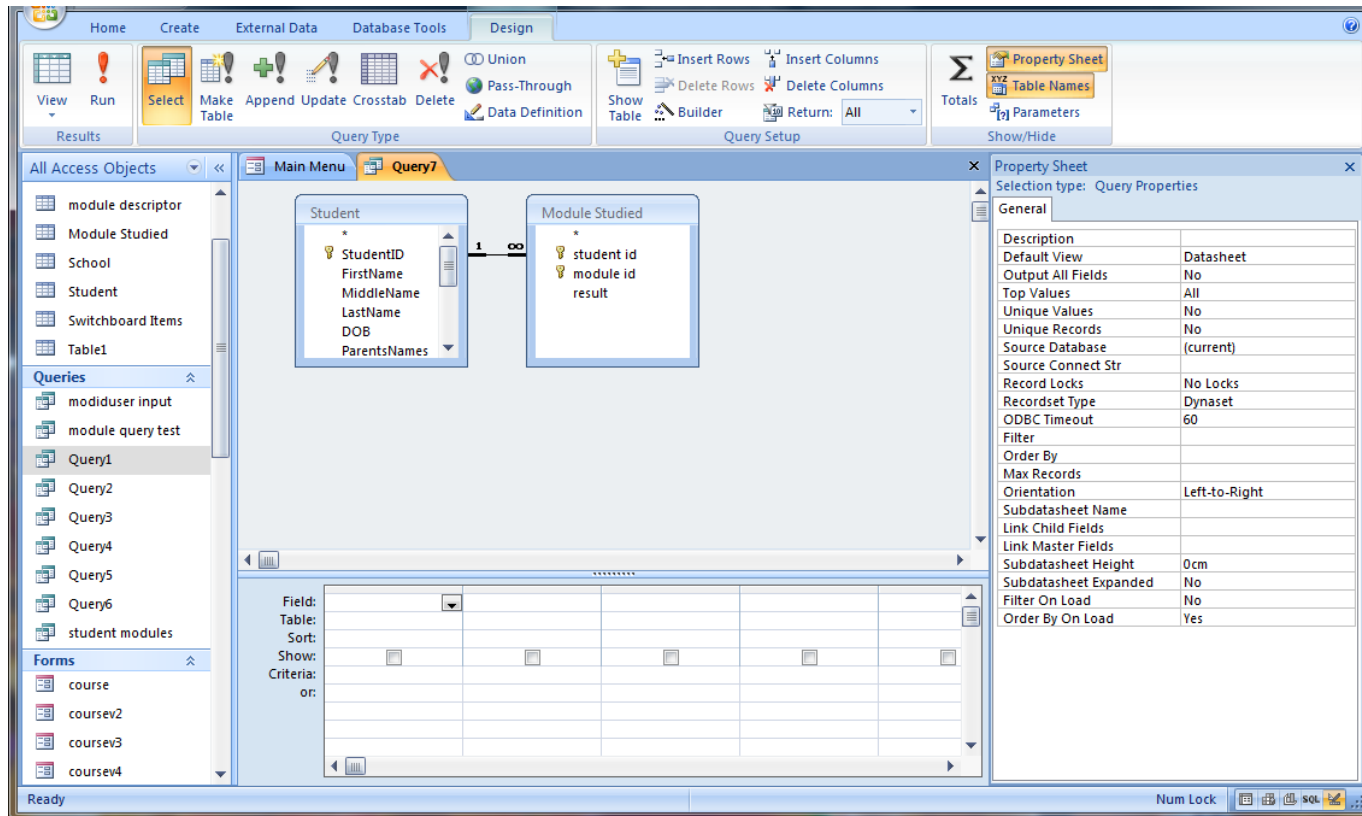
Steps to create a query

- You need to open a new query in design view.
- Add the table or tables you need to question re their data content. (note if they are related you should see the relationship in the query design window)
- Place the fields you want returned from your query onto the design area.
- Add criteria into the relevant field property cell.
- Run the query and see the results.

Building a query



Once we have added our required tables we can now drag and drop fields into our query structure



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- Notice we can choose a field, a table we can sort on a field choose whether we want to show a field or attach some criteria to a field to drive the query.
 - Remember you always attach to criteria under the field in question
 - For example if we wanted to list all student studying a particular module you would place the module in question in the criteria box under module id see picture.

Assigning criteria to the query

The screenshot displays the Microsoft Access interface for 'Query7' in Design View. The design grid shows a 1-to-many relationship between the 'Student' table (primary key: StudentID) and the 'Module Studied' table (foreign key: student id). The criteria table at the bottom is as follows:

Field:	StudentID	FirstName	LastName	module id
Table:	Student	Student	Student	Module Studied
Sort:				
Show:	☒	☒	☒	☒
Criteria:				<= "ci67"
or:				

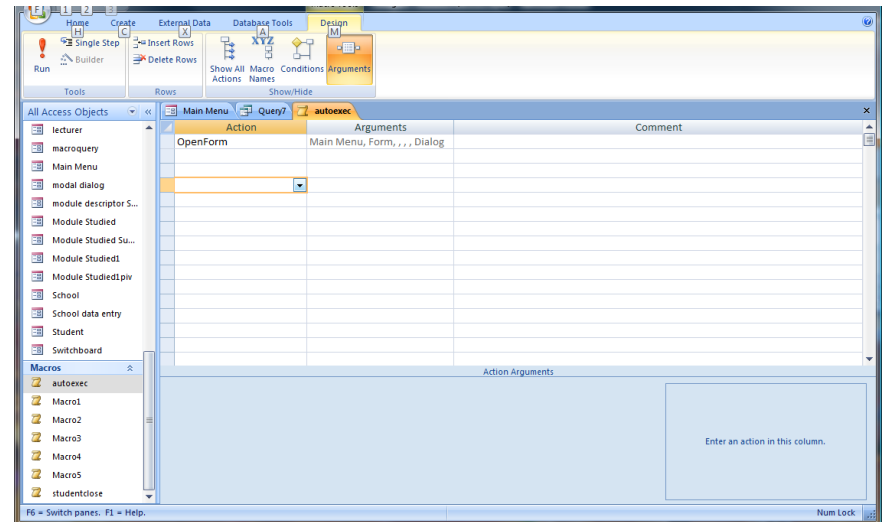
The 'Property Sheet' on the right shows the following properties for the query:

Selection type: Query Properties	
General	
Description	
Default View	Datasheet
Output All Fields	No
Top Values	All
Unique Values	No
Unique Records	No
Source Database	(current)
Source Connect Str	
Record Locks	No Locks
Recordset Type	Dynaset
ODBC Timeout	60
Filter	
Order By	
Max Records	
Orientation	Left-to-Right
Subdatasheet Name	
Link Child Fields	
Link Master Fields	
Subdatasheet Height	0cm
Subdatasheet Expanded	No
Filter On Load	No
Order By On Load	Yes

Building A Macro

- A macro is a tool that allows you to automate tasks and add functionality to your forms, reports, and controls. For example, if you add a command button to a form, you associate the button's OnClick event to a macro, and the macro contains the commands that you want the button to perform each time it is clicked.

You create a macro by using the Macro Builder

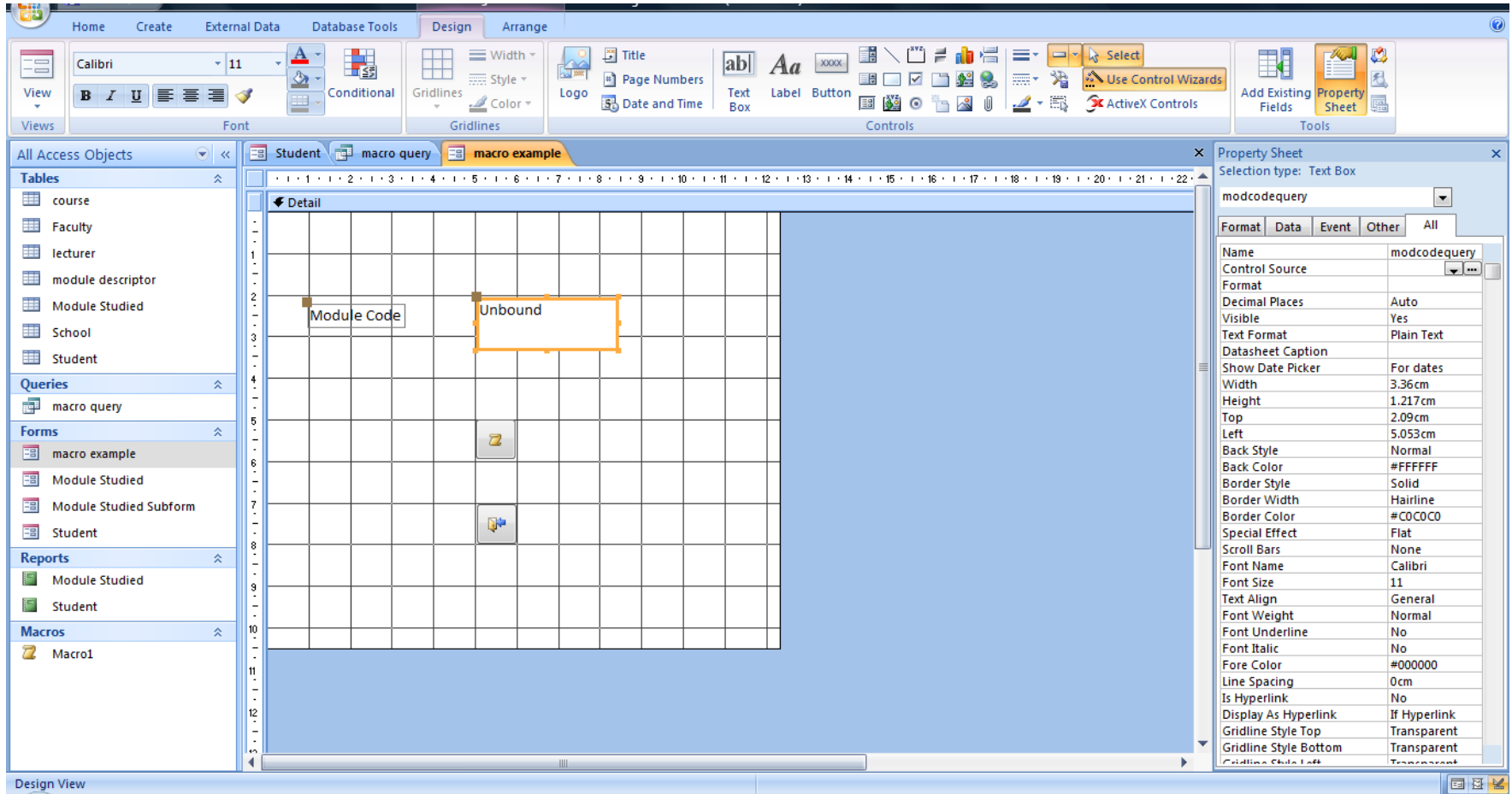


The Autoexec macro is always run at Start-up and will perform the task that you list within perhaps the main menu

Assigning a macro to a query

- Sometime we may want to make the criteria input more flexible and user friendly.
- We can do this by adding a macro to help us run a query.
- We will need to use a form to allow for End User data entry.

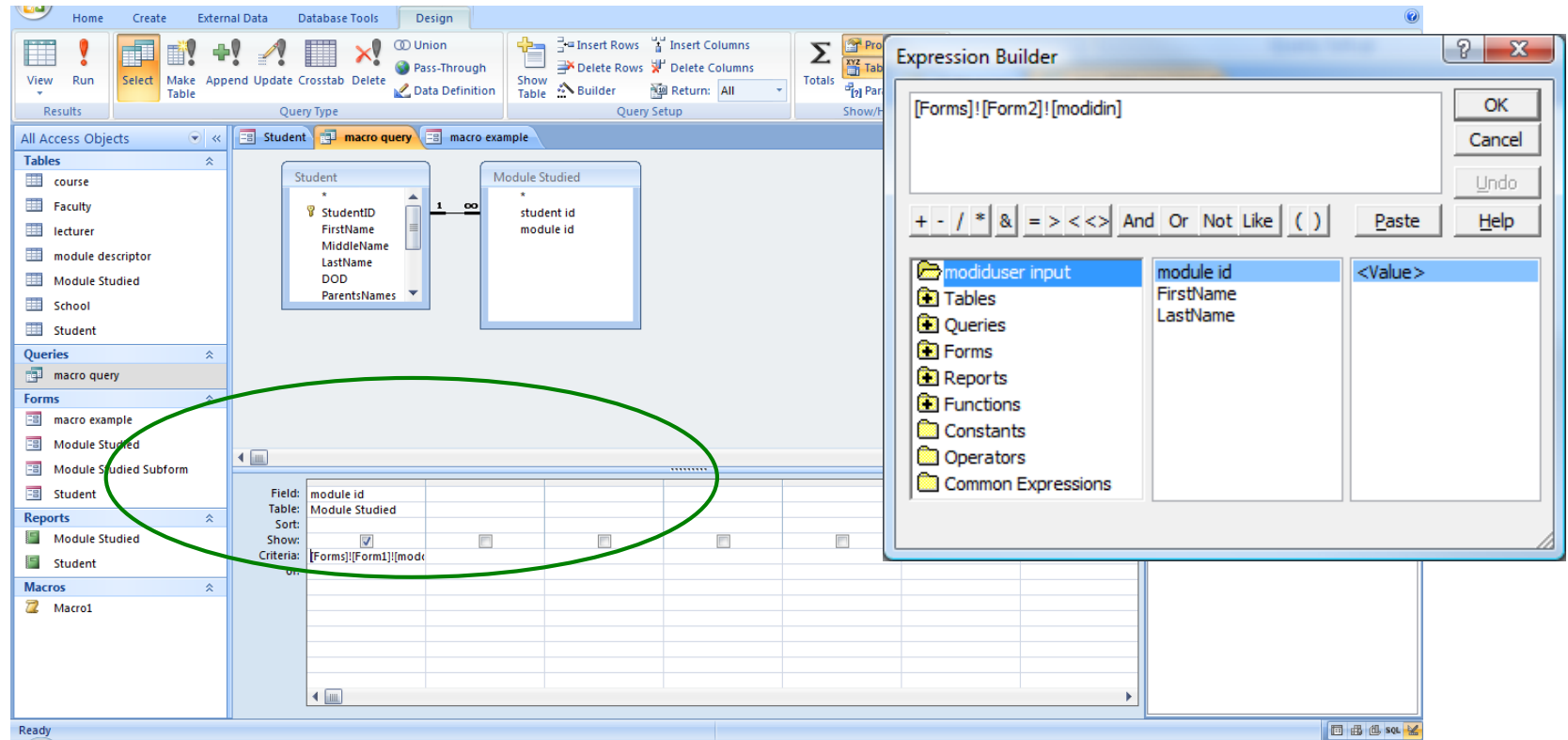
Building the form



Cont...

- You need to place and unbound field on the form.
- You will have to give this a meaningful name (using the properties right mouse click) as this will act as a variable for use in your query.
- It is the field that will accept the user input.
- Once you have the field its back to the query design.

Expression Builder

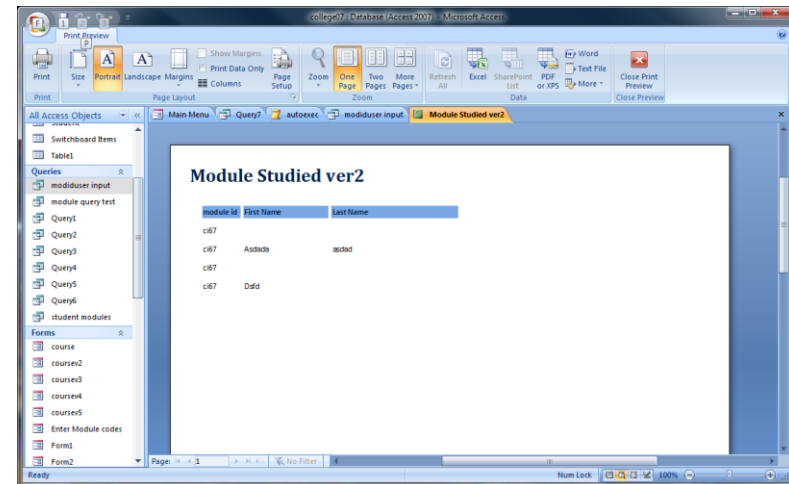


Setting up the simple macro

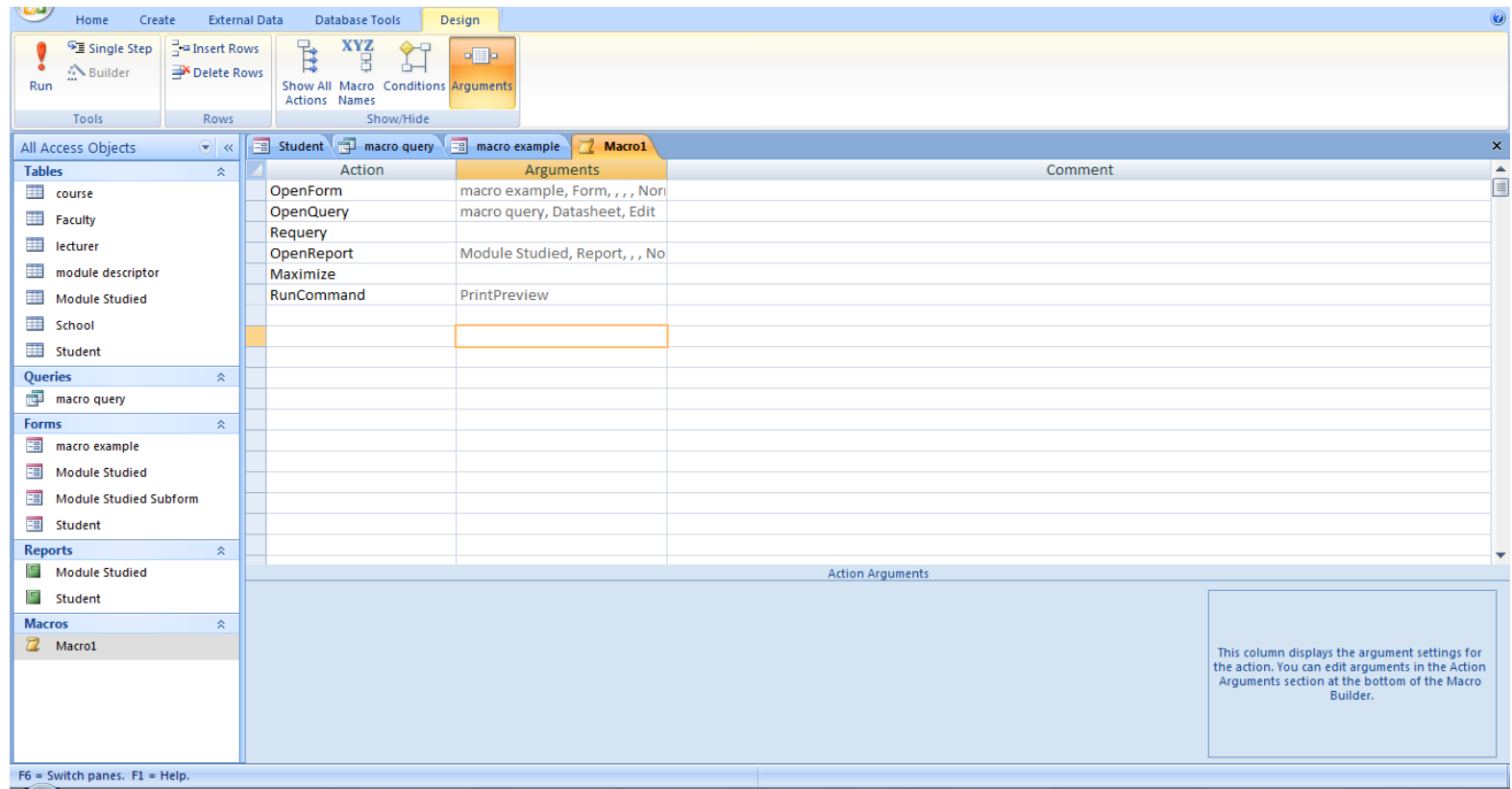
- Like any procedure of events (lines of programming code) a macro has to be planned.
- Think about the events that must take place to get your end result.
- Your macro must run a query and print out a report.

Building a simple report

- Use the report wizard as in form design.
- This time choose a query rather than a table.
- Define your report to view by module studied
- Follow the wizard.



The Macro



Attaching the macro

- On your form you now need to place a command button.
- Choose the miscellaneous option and attach the macro that you have just created to the form.
- Add a final button which will cancel the procedure if the user wishes to. i.e. you will need to exit the form and go back to the main menu.