



Database Management Access

LAP 14-Unit N: Creating Macros

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1-13 apply plus the following standards
- ◆PT4b Evaluate information critically and completely.
- ◆PT4c Use information accurately and creatively.
- ◆PT4d Use information technology to analyze, organize, and present information.

Objectives (Notice objectives marked with MOUS—this relates to the certification training)

- ◆ Understand Macros
- ◆ Create a Macro
- ◆ Modify Actions and Arguments
- ◆ Create a Macro Group
- ◆ Set Conditional Expressions
- ◆ Assign a Macro to an Event
- ◆ Customize Toolbars with Macros
- ◆ Troubleshoot Macros

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit N: Creating Macros

Time Frame 5 Hours

Introduction

This unit introduces macros. You will learn how to create, edit, troubleshoot, and run macros. In addition, you will create macro groups (macro objects that contain more than one macro), set conditional expressions that determine whether macro actions execute or not, assign macros to events, and create custom toolbars that use macros. If you have questions with this unit, please see instructor.

Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.
 Turn in completed activities as directed by instructor.**

- _____ **Read:** p. N-1 notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read:** pp. N-2 to N-4
- _____ **Read and Complete:** pp. N-4 to N-17
- _____ **Complete:** pp. N-18-19 Practice: Concepts Review questions 1-19
- _____ **Complete:** pp. N-19-21 Practice: Skills Review questions 1-8
- _____ **Complete:** pp. N-22-23 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. N-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. N-24 Practice: Visual Workshop

Self Assessment - “I/I can . . . “

- Understand Macros
- Create a Macro
- Modify Actions and Arguments
- Create a Macro Group
- Set Conditional Expressions
- Assign a Macro to an Event
- Customize Toolbars with Macros
- Troubleshoot Macros

Please ask instructor for additional instructions or assessment materials