

Course: US02EBCA02
(Working with RDBMS for Small Scale Organizations)
Effective from June - 2010

Unit: 3

Marks: 2 (Short Questions)

Q – 1: Define Query.

Query is a general term synonymous with question, inquiry, or quiz. In Access, to query a database is to ask a question about the information in the database. A query can be about the data in a single table or multiple related tables. Access provides several types of queries, ranging from the popular select query that extracts specific data to the more exotic action queries that can insert, update, and delete records.

Q – 2: How do query works?

Query is a set of explicit specifications that tell Access exactly what information you want to see and how you want it arranged or manipulated in the results. In the query, you specify the fields you want to include, add selection criteria that limit the records in the resulting record set, select the desired order for them to appear, and define any summary fields.

With Access queries you can do the following:

- View data from multiple tables sorted in a specific order.
- Perform many types of calculations on selected groups of records.
- Find and display duplicate or unmatched records.
- Update data, delete records, or append new records to a table.
- Create a new table with records from one or more tables

Q – 3: Explain types of views in query.

Queries have two views: **Design view and Datasheet view**. In the Design view, you specify which tables you want to see, which tables they come from, and the criteria that records have to meet in order to appear on the resulting database. Criteria are tests that records have to pass. In the Query Datasheet view, you view the records that are found to meet your criteria.

When you run a query, Access pulls data out of tables and puts the data in a database for you to see. The original table and database stay connected, so that if you make changes to the data on your database, the results of the query also change. When you save a query, you save the query design, rather than the results, so that you can ask the same questions again.

Q – 4: Define Form in ms access.

Access forms are used for viewing and entering data. Designing a form that presents the data so the information is easily understood and data entry is as foolproof as possible is important. Microsoft Access forms provide a quick and easy way to modify and insert records into your databases. They offer an intuitive, graphical environment easily navigated by anyone familiar with standard computer techniques.

Q – 5: When to use a filter and when to use a query?

Ans:- When constructing a query or a filter, you need to tell Access what to look for in each field. You do this by defining criteria - typing something (an "expression") into the Criteria cell of the query or filter grid. If you do not define any criteria for a particular field, Access assumes that you are applying no constraints and will display everything it has. This means that you only have to define criteria for those fields you are interested in.

The Filter property of forms (introduced in Access 95) makes it easy to filter a form based on a control in the form. However, the simple filter cannot be used if the field you wish to filter on is not in the form.

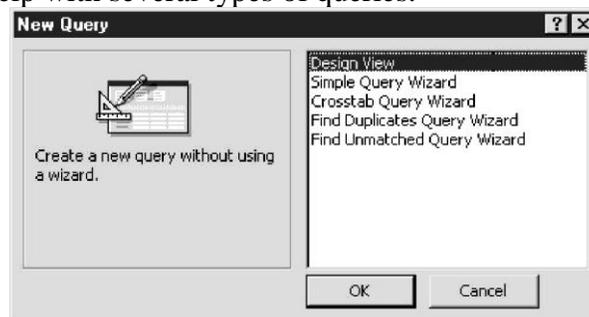
Q – 6: How one can create a Select query?

Ans:- **Creating Select Queries:-**

As usual, Access gives you a choice of ways to begin a new query design:

- Click the New command button on the Queries page in the Database window.
- Click the New Object toolbar button and select New Query.
- Choose Insert | Query.

All three approaches open the New Query dialog box. As you can see, you can call on wizards for help with several types of queries.



If you want to create a select query, you can either start from scratch by selecting Design View in the New Query dialog box or choose one of the wizards to help you. Choosing Design View takes you directly to the Query Design window, which looks a lot like the Advanced Filter/Sort Design window. To create a select query with the wizard, choose Simple Query Wizard, which guides you through choices about the basic design of the select query. You can then go to the Design window to customize the query design, if necessary.

Q – 7: Explain Query design toolbar.

Ans:- Query Design Toolbar:-

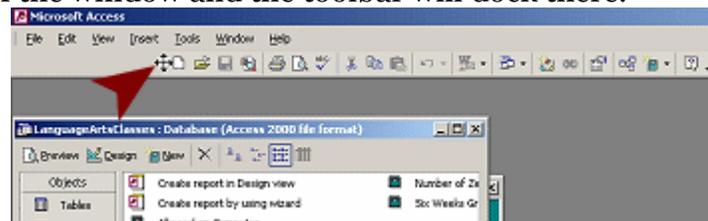


The Print, Print Preview, and Spell Check buttons are not available in the Design view for queries. To print out your design choices for the query you must use the Documenter utility, from the menu Tools | Analyze | Documenter

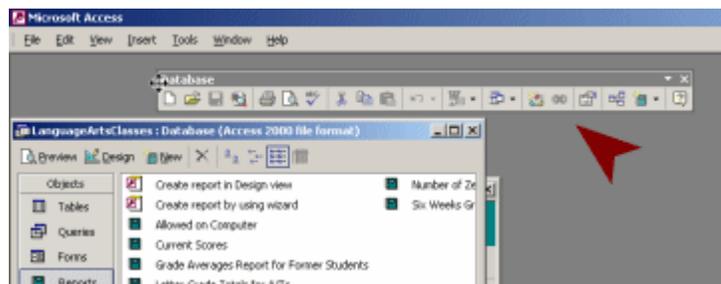
 Click a button to jump to its description or just scroll the page.

Button: Handle

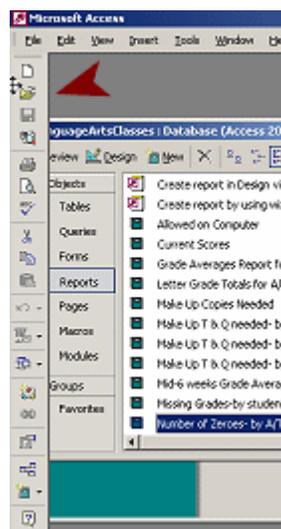
At the left end of a toolbar is an area called the handle, which looks a bit different in different versions of MS Access. Hover over this area and the mouse pointer changes to the Move shape . Drag while in the Move shape and the toolbar will move. If you drag perpendicular to the bar, it will undock and float. Drag to another edge of the window and the toolbar will dock there.



Toolbar dragged to the right



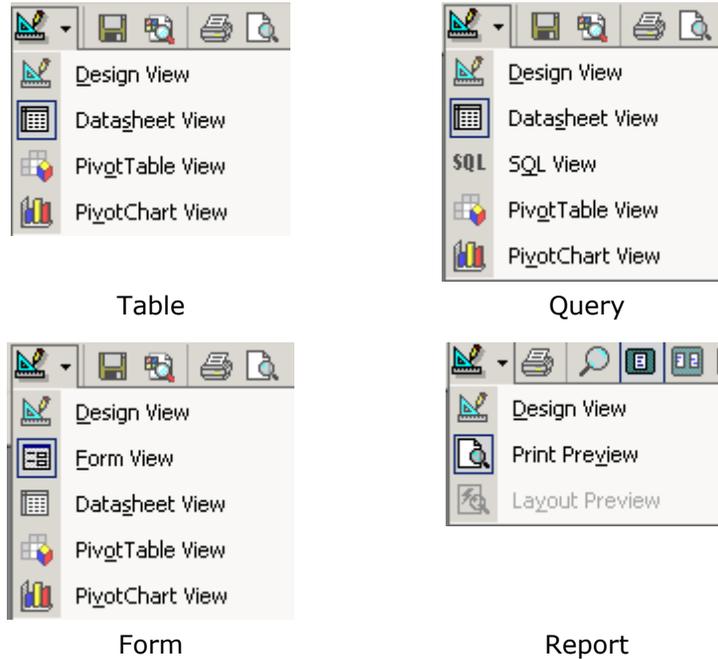
Toolbar floating



Toolbar docked at left

Button: Views 

The Views button toggles between Datasheet and Design or Print Preview and Design. The arrow opens a list of all of the available views.



Button: Save 

The Save button is used to save the **current object** that is open for editing.

It does not save the whole database. It does not save a record. The button is grayed out  in the Database bar since there is no object selected to be saved.

Saving records automatically: By default, MS Access *automatically* saves a **record** when you switch to a new record, or when you close the active object where you were adding or editing records, or when you close the database or Access itself.

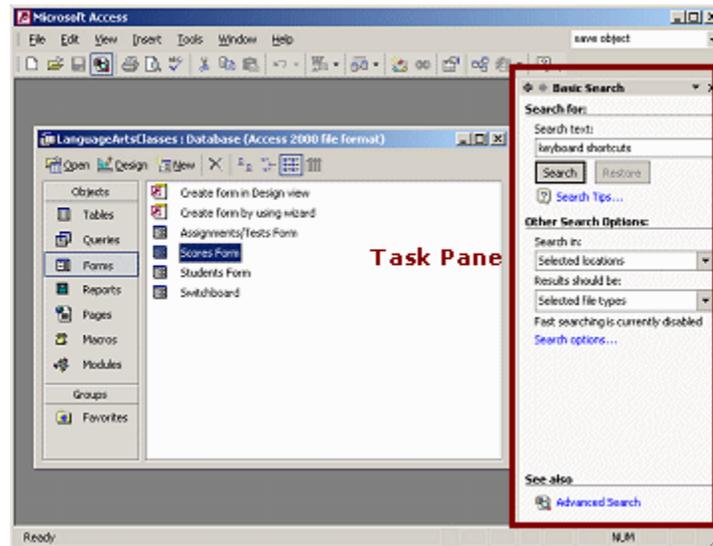
Save immediately: The menu command **Records | Save Record** will save the current record *before* you leave it. SHIFT + ENTER is the key combo to save a record immediately.

Saving database with new name: To make a copy of a database with a new name is rather awkward.

1. Close the database, copy and paste it in an Explorer window, and then rename the copy. Awkward!
2.  Access 2003: Save a backup copy with File | Backup Database...

Button: Search

The Search button opens the Basic Search task pane. In this pane you can search your computer or network locations for **files**, especially Office documents.



Button: Print

The Print button prints the selected object immediately.

Button: Print Preview

The Print Preview button changes the view to show how the current object will look if printed.



Button: Spell Check

The Spell Check button will check the spelling in **records**.

It does not check spelling in object names, field names, or form/report labels.

Buttons: Cut, Copy, Paste



The Cut, Copy, and Paste buttons work as usual for database objects, the contents of fields, and design elements for forms and reports.



Cut removes the selected item and copies it to the Windows Clipboard. Keyboard shortcut CTRL + X



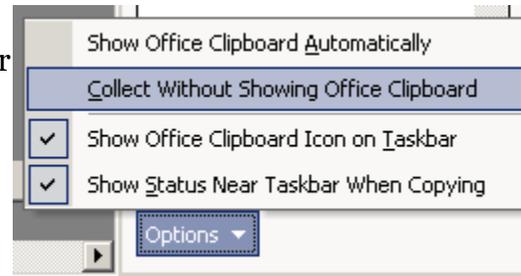
Copy leaves the selected item in place and copies it to the Windows Clipboard. Keyboard shortcut CTRL + C



Paste inserts the contents of the Windows Clipboard. Keyboard shortcut CTRL + V.

The Windows Clipboard can only remember one thing at a time, but the Office Clipboard task pane can remember the last 24 items copied from MS Office programs.

The Office Clipboard task pane has to be active, either by being displayed on screen or the **Collect Without Showing Office Clipboard** option must be on, at the bottom of the Clipboard task pane.



Buttons: Undo/Redo



The Undo and Redo buttons let you change your mind about what you just did. These buttons are gray when there is nothing in the action list.



Design view: Undo or redo the **20** most recent actions.

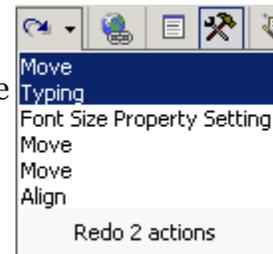
The down arrow opens the full list of actions. All actions above the one you pick will be undone or redone. The list of actions is cleared when you leave Design view.

Editing Records: You can undo actions only for the current

record. The Redo button does not show.

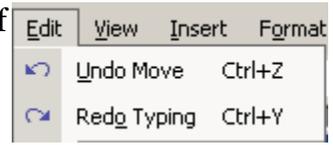


There is no list of actions, but clicking the Undo button repeatedly will back up through the changes you made for this record. You cannot redo what you have undone for records. The Undo list is cleared when you move to a new record or apply a filter or switch to a different window.



Undo with menu:

Edit | **Undo <action>** The Edit menu will show at the top of the menu list the last action, like Undo Move or Undo Property Setting. The last action that you did with Undo will show as **Redo <action>**.



If you leave a record, you can Undo Saved Record only if you have not made a change in another record.

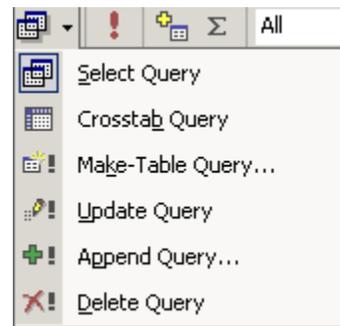
Editing Form/Report - Revert with menu: For a form or report, you can **revert** to the last *saved* version after making changes to the form/report. Use the menu **File** | **Revert**. You cannot redo those changes. This is handy for dumping a whole set of changes that you made since the last save.

Button: Types

There are several different types of queries. The Types button shows the icon for the current query's type. The down arrow \downarrow opens a list of all the types.

The Select query is the most commonly used type of query. This is the type to use to sort or filter records.

You can change a query's type as you work. Useful feature!



Button: Run

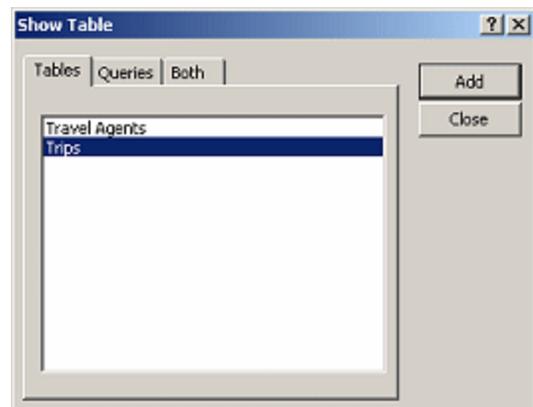
The Run button executes the action of the query.

For a Select query the view changes to the datasheet of records that the query selects. For action queries like Make Table or Delete Records, you will not see a new view. You may have to respond to a confirmation message before the action is actually performed.

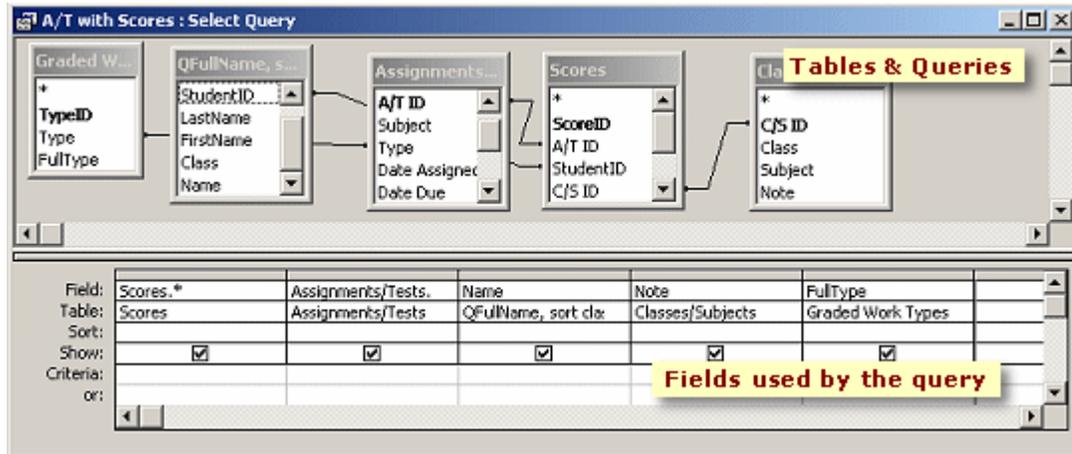
Button: Show Table

The Show Table button opens a dialog where you can select the tables and queries that you want to use in designing the current query.

Add a table/query: Select a table or query and click the Add button in the dialog.



The selected table or query appears in the top area of the Query Design View. Then you can drag the fields that you want to use down to the bottom area of the design view.

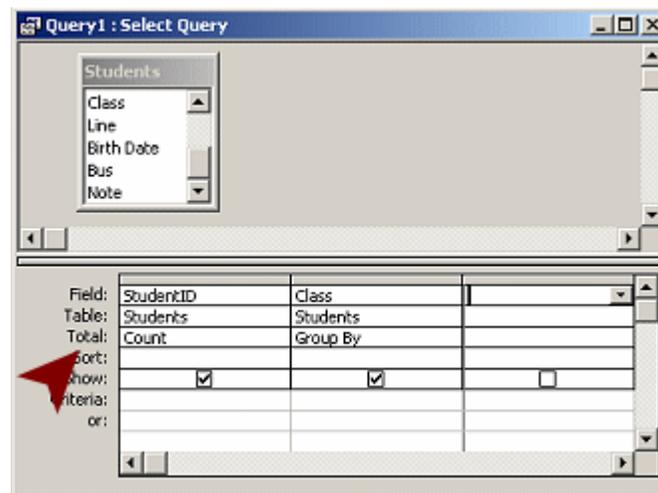


Remove a table/query: Click on the table/query in the Design View and press the Delete key.

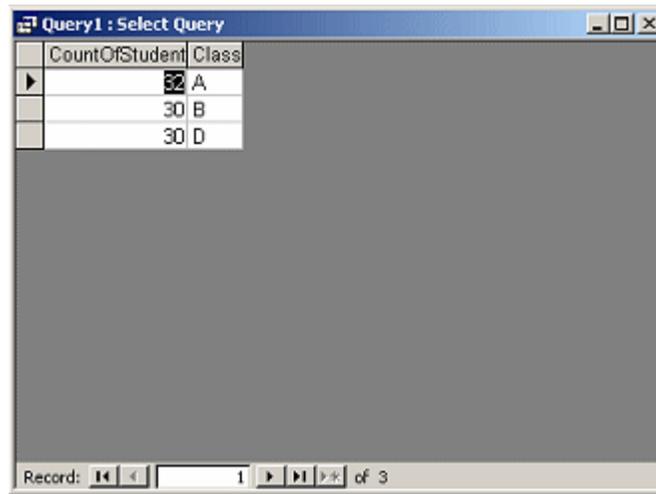
Tables that have relationships will show their join lines.

Button: Totals Σ

The Totals button toggles on and off a row for calculating Totals in the bottom section of the query design view. You can use several functions in the Total row, including Avg, Count, Sum, Min, Max.



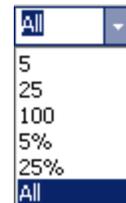
When you include a Total row, you must also select a field to **group** the records on. The example here counts the number of students (Total using the Count function) in each class (Group by).



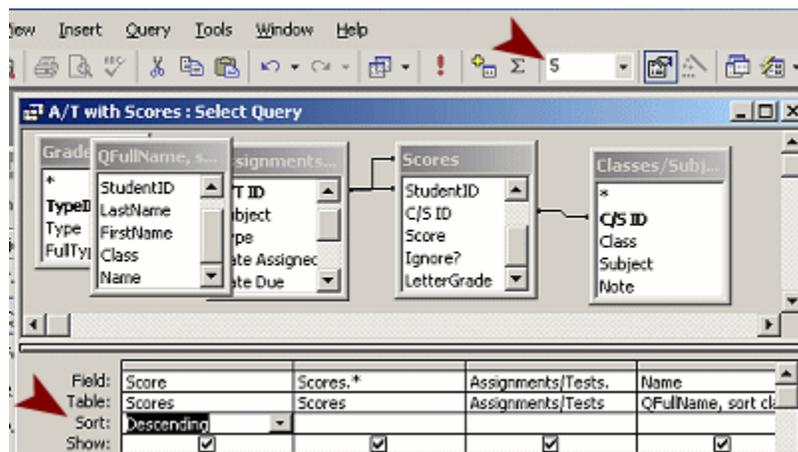
Button: Top Values



The Top Values button is used to restrict the results of your query to certain top values.



- **How many?** Type in a number or percentage in the Top Values box or choose from the drop list.
- **Which field?** Pick the field for which you want to see top values. Starting from the left column, this field must be the first one that is sorted.
- **Highest or lowest?**
Use Sort Descending to see the highest values.
Use Sort Ascending to see the lowest values.



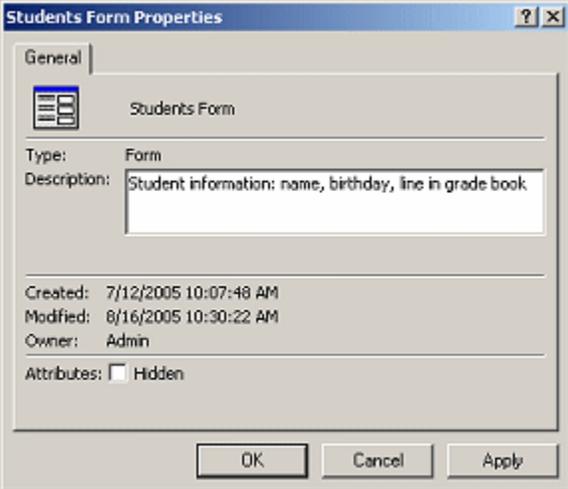
In the example here the results show the 5 highest scores:
 Top Value = 5
 Scores field is sorted in descending order and is the first sorted field.

Score	ScoreID	Scores	StudentID	C/S	FieldID	Ignore?	LetterGrade	Assignments/T	S
110	2863	24	41023	6	110		A	24	E
109	4464	37	41023	6	109		A	37	E
109	1874	17	41023	6	109		A	17	E
108	4434	37	42696	3	108		A	37	E
108	2552	21	41023	4	108		A	21	R

Record: 1 of 5

Button: Properties

The Properties buttons opens a dialog of the various properties available for the selected object. Objects in the Database window do not have many properties. But objects in the Design view of a form or report often have dozens of properties that can be changed from the defaults. These properties include formatting choices as well as event procedures that control what shows or is hidden and what is calculated.



Students Form Properties

General

Students Form

Type: Form

Description: Student information: name, birthday, line in grade book

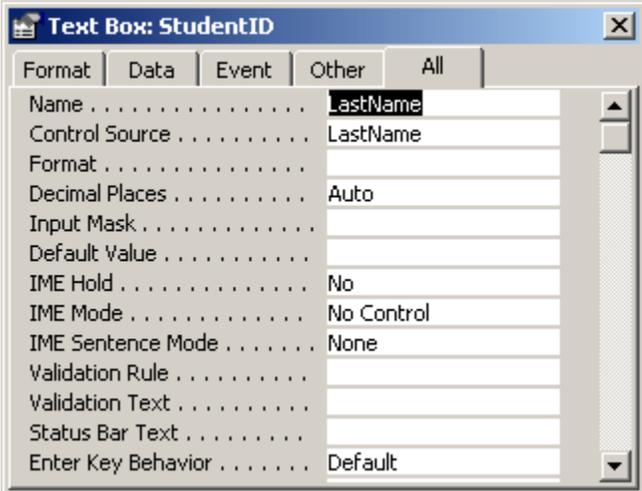
Created: 7/12/2005 10:07:48 AM

Modified: 8/16/2005 10:30:22 AM

Owner: Admin

Attributes: Hidden

OK Cancel Apply



Text Box: StudentID

Format Data Event Other All

Name LastName

Control Source LastName

Format

Decimal Places Auto

Input Mask

Default Value

IME Hold No

IME Mode No Control

IME Sentence Mode None

Validation Rule

Validation Text

Status Bar Text

Enter Key Behavior Default

Q-8: How to add /remove fields in query?

Adding/Removing Fields

Adding fields to a query grid is much the same as adding them to an Advanced Filter/Sort grid. You can add all the fields at once, a selected group of fields, or one field at a time.

To add all the fields in a table to the grid at once, do one of the following:

- Double-click the asterisk (*) at the top of the field list. This method places the table or query name in the Field row of the column followed by a period and an asterisk—for example, Customers.*.
 - Drag the asterisk from the field list to an empty column in the grid. This method does the same as the previous one.
 - Double-click the field list title bar to select all the fields, and then drag the group to the grid. Access places each field in a separate column across the grid in the order in which they appeared in the field list.
-
- To delete a field from the grid, click the column selector and press DEL, or choose Edit | Delete Columns. If you remove the check mark from the Show cell in a column with no Sort or Criteria entries, the field is automatically removed from the grid the next time you open the query.

Q – 9: Write down Steps to run & save query.

Running and Saving the Query

As you progress with the query design, a good idea is to run the query to see if you're getting the information the way you want it. You have three ways to run the query:



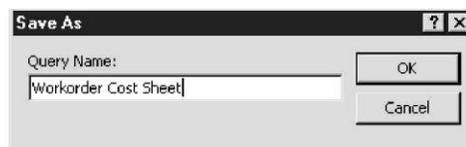
- Click Datasheet view.
- Click Run.



- Choose Query | Run.

Save the new query design before adding the sort order and filter criteria.

1. Return to the Query Design view and click Save.
2. Enter Workorder Cost Sheet in the Save As dialog box, and then choose OK.



Unit: 4

Marks: 2 (Short Questions)

Q – 1: Why mailing labels are used?

Labels are used for many purposes: mailing addresses, name tags, disk labels, and book-plates (From the library of . . .). Because labels are usually smaller than a sheet of paper, you can print many of them on one page. This leads to a multiple column per page report layout like the one in the previous section. Label printing is so common that Access provides a special Label Wizard to help with the layout.

After you create the label design, you can use it to print addresses on envelopes as well, with a few changes to the page layout. Through the Label Wizard, you can create your own custom label size and layout, and then save it to use again.

Q – 2: What is chart?

Charts and graphs enhance data presented in forms and reports by summarizing the information and illustrating it in easily understood ways. With these tools, the reader can analyze trends and make comparisons. Access offers a wide variety of chart types including column, bar, line, pie, XY scatter, area, and many others. Many of the types can also be shown in three dimensions. If you want the chart to reflect the values in the currently displayed record, you can also link the chart to a field in the underlying table or query.

Why a chart is used?

- To simplify the analysis of a mass of data.
- To analyse quickly the trends of the series of data.
- To be able to compare the data.
- To analyse proportions.

Q – 3: What is macro?

A macro is a list of one or more actions that work together to carry out a particular task in response to an event. Each action carries out one particular operation. You create the list of actions in the order in which you want them to execute.

OR

A "macro" refers to a set of actions that can be run automatically, and on demand. You could make a macro run when a user presses a certain key, or you could make a macro run every time your database is opened.

A macro allows to execute a series of instructions one after the other. Besides, you can "attach" a macro to a button on a form. The exercise that follows consists in creating a macro girl who contains a single instruction.

Q – 4: What is module?

A **module** is a collection of declarations, statements, and procedures that are stored together as a unit. A module can be either a class module or a standard module. Class modules are attached to forms or reports, and usually contain procedures that are specific to the form or report they're attached to. Standard modules contain general procedures that aren't associated with any other object. Standard modules are listed under Modules in the Navigation Pane, whereas class modules are not.

A **module** is a collection of user-defined functions, subroutines, and global variables. These objects can then be used/called from anywhere in your Access database.

(Long Questions)

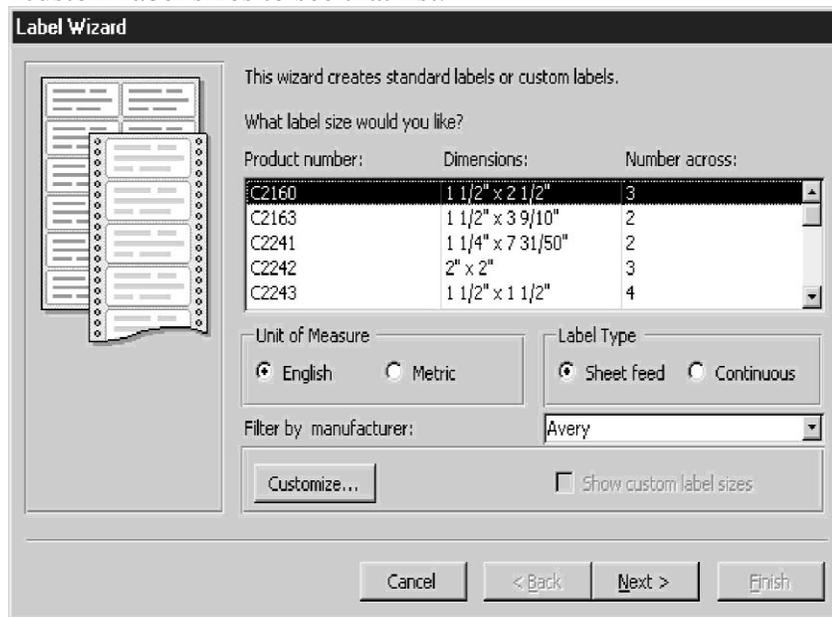
Marks

Q – 1: Explain How to create mailing labels.

[4-5]

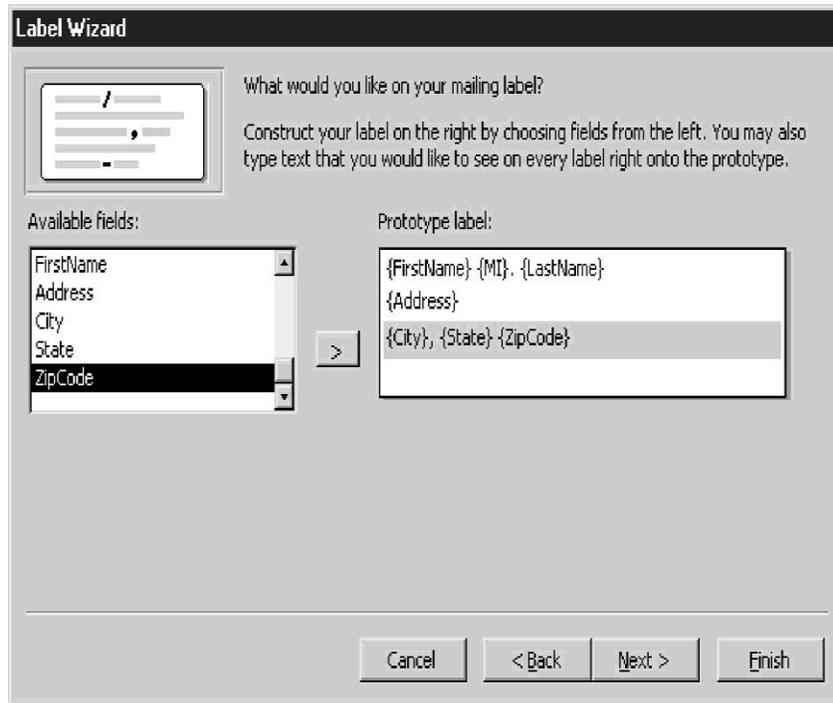
To create mailing labels for the volunteers, do the following:

1. Open the New Report dialog box and choose Label Wizard. If you haven't already selected the table or query that contains the label data, select Name List from the drop-down list and click OK.
2. In the first dialog box, you can set the following options:
 - Select the desired Unit of Measure: English or Metric.
 - Select the Label Type: Sheet feed or Continuous.
 - Choose the brand of label from the Filter by manufacturer drop-down list.
 - Choose the desired label from the Product Number list. The dimensions are specified as height × width.
 - If you want to create a custom label size, click the Customize button.
 - If you already created some custom label sizes, you can choose Show custom label sizes to see that list.



3. Click Next to open the second dialog box where you can select the font name, size, and weight, and text colors. Italics and underlining are also options here.
4. Click Next to continue. The next Label Wizard dialog box displays a blank label prototype where you arrange the data.
 - To move a field to the prototype label, double-click the field name in the Available Fields list or select it and click >.
 - To remove a field from the prototype label, select the field and press DEL.
 - To move to the next line, press ENTER.
 - Enter spaces, punctuation, and other characters as necessary as you place the fields.

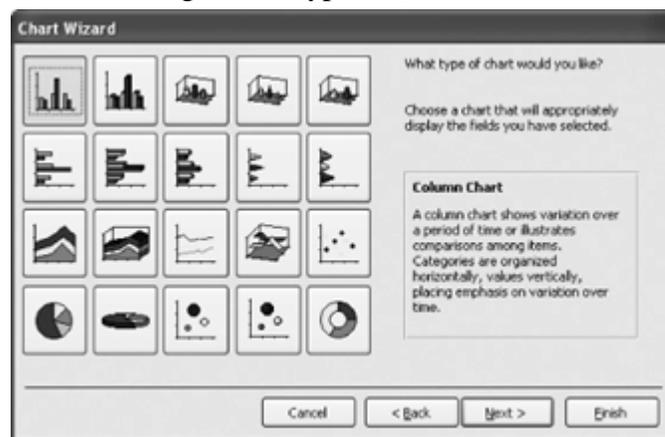
Access automatically concatenates the values in the fields and trims the spaces from the names and addresses. Notice the spaces entered between the field names and the comma entered between the City and State fields.



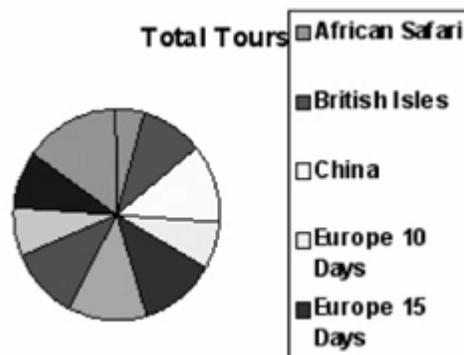
5. Click Next to move to the next dialog box where you can choose to sort the records before printing the labels. Then click Next to move to the last Label Wizard dialog box where you enter a name for the label design.

Creating Charts with the Chart Wizard

Selecting a chart type in the Chart Wizard



A pie chart that plots tours.



You already know what a chart is; charts illustrate data, relationships, or trends graphically. Like the saying "a picture is worth a thousand words," charts are often better at presenting information than hard-to-read numbers in a datasheet. Microsoft Access comes with a great built-in program for creating charts called Microsoft Graph. You can insert charts and graphs on forms and reports, and this lesson will show you how.

1. In the Database window, click the Reports icon in the Objects bar and click the New button.
The New Report dialog box appears.
2. Select from the list, select qryCustomerTours from the drop-down list, and click OK.
The first screen of the Chart Wizard appears. Here you have to tell the Wizard which fields you want to display on the chart.
3. Double-click the TourName field in the Available Fields list.
The TourName field appears in the "Fields for Chart" list.
4. Click Next.
The Chart Wizard asks what type of chart you want to use to display your data, as shown in Figure 8-23. Table 8-7 shows the more common charts and gives an explanation on how and when they are used.
5. Select the Pie Chart and click Next.

Next the Chart Wizard asks how you want to lay out the data in your chart. You do this by dragging and dropping the data fields to the appropriate areas on the chart. Since we chose a simple pie chart, everything is already correctly laid out for us.

6. Click Next.
You can specify a chart title if you're not thrilled with Microsoft Access's imaginative suggestions. You can also specify whether or not you want to include a legend with your chart.
7. Click in the What title would you like for your chart? box and type Total Tours. Click Finish to create the pie chart.
Access creates the pie chart, as shown in Figure 8-24.
8. Exit Microsoft Access without saving any changes

Types of Charts and Graphs

Chart or Graph Type	Description
	Column charts are used when you want to compare different values vertically side by side. Each value is represented in the chart by a vertical bar. If there are several values in an item, each value is represented by a different color.
	Bar charts are just like , except they display information in horizontal bars rather than vertical columns.
	Line charts are used to illustrate trends. Each value is plotted as a point on the chart and is connected to other values by a line. Multiple items are plotted using different lines.
	Area charts are the same as , except the area beneath the line is filled with color.
	Pie charts are useful for showing values as a percentage of a whole. The values for each item are represented by different colors.
	Scatter charts are used to plot clusters of values using single points. Multiple items can be plotted by using different colored points or different point symbols.
	Combination charts combine two different types of charts together (for example, a combination chart might contain

Chart or Graph Type	Description
	both a column chart and a line chart).

Q – 3: Explain import facility in detail.

[3-4]

Importing or Linking Access Data

Two important techniques for adding Access data to an Access database or project are importing and linking. Importing is used to copy Access data or other objects into an

Access database from other Access databases. Importing is also used to bring data into an Access database from dissimilar sources, such as a dBASE or Paradox application; this is discussed later in this chapter (see “Importing or Linking to Other Data Sources”). Linking is a way of connecting to and using data in an Access database without copying the data from the other database. You can import or link data from Access versions 2.0, 7.0/95, 8.0/97, 9.0/2000, and 10.0/2002 to Access 2003 databases or projects.

Difference: - Import vs. Link

You should choose to import data into an Access database if you expect to use the data only in Access and not depend on another program to maintain the data. Access is more efficient when working with its own tables and you can modify the data just the same as native-grown data.

You should choose to link with data in another program if you rely on the source program to update the information. Linking is also useful in a multiuser environment, where you split an existing database and place the data on a network server. Users can then share the database and create their own forms, reports, and other objects.

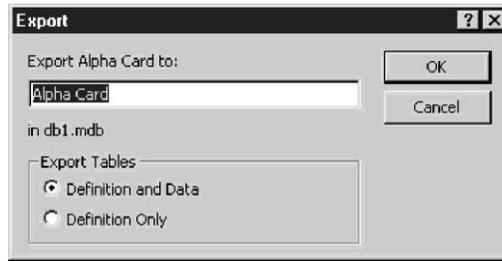
Q – 4: Explain export facility in detail.

[3-4]

Exporting to an Existing Access Database

Exporting data or database objects to another Access database is a straightforward process. Exporting has the same functionality as copying-and-pasting. The same data formats are supported as with importing.

1. To export a table, select the table name in the Database window and choose File | Export, or right-click the table name and choose Export from the Shortcut menu.
2. An Export Table To dialog box appears in which to locate and select the destination database and select the export file type in the Save as type box (see Figure 22-13).
3. Click Export.
4. Accept the existing name or enter a new name for the destination table in the Export dialog box.
5. Select to export both the table definition and data, or only the definition.



6. Click OK.

When you're exporting database objects other than tables, the basic steps are the same. The exception is the final step isn't required because you're exporting only an object design without any data.

Exporting database objects operates as a one-at-a-time function. When multiple objects are to be exported to an Access database, it might be more expedient to open the destination database and use the File | Get External Data | Import command, which can be used to import multiple objects at once.

Q – 5: Explain steps to import data from text file into access database. [5]

To import a text file, open the Import dialog box as before, and then do the following:

1. In the Import window, select Text Files in the Files of type box.
2. Locate the text file you want to import and double-click its name, or select it and click Import.
3. The Import Text Wizard dialog box appears, displaying sample data from the selected text file. The Import Text Wizard analyzes the selected file and determines whether it's a fixed-width text file or a delimited file. Figure 22-5 shows the text file we're importing—SENIORS.TXT—has been determined to be a delimited text file.
4. Click Next to see how the file is formatted. In the case illustrated here, the wizard determined the fields in this file are delimited by commas, the text fields are bound by quotation marks, and the first row doesn't contain field names.
5. Next, do one of the following:
 - If you agree with the results of the Import Text Wizard's processing, click Next.
 - If you disagree, adjust the selections (for the delimiting character, the text qualifier, and whether the first row contains field names) until you're satisfied they're accurate, and then click Next.
6. At this point, you must decide whether to import the data to a new table or append to an existing table. If you select In an Existing Table, select a table name from the drop-down list, and then click Finish. Figure 22-7 illustrates an example of selecting an existing table to receive the data.
7. Because the field names aren't in the first row of the text table, choose to import the data to a new table, and then click Next. The Import Text Wizard asks you to specify information about each field in the file (see Figure 22-8). The wizard names the fields, Field1, Field2, and so forth until you rename them. Enter or verify the field name, data type, if the field is indexed, and whether you want to import or skip that field.
8. After completing the field information, click Next and the wizard suggests specifying a primary key field, by letting the wizard add one, specifying an existing field, or choosing not to have a primary key. Click Next.

Q – 6: Explain steps to export data to text file from access database. [5]

The following steps describe how to export data to a text file using the Export Text Wizard.

1. In the Tables page of the Database window, select the table containing the data you want to export to a text file.
2. Choose File | Export or right-click and choose Export from the Shortcut menu.
3. In the Export Table ... To dialog box, select Text Files in the Save as type box.
4. In the Save in box, select the folder to receive the exported text data.
5. In the File name box, enter the name of the text file you want to assign to the exported data or select an existing file to receive the data. Click Export.
6. The Export Text Wizard dialog box (see Figure 22-14) appears, displaying data from the selected table. You have the choice between saving a fixed-width text file or a delimited file.
7. Click Next.
8. If you chose Delimited, the next dialog box (see Figure 22-15) contains the specifics of the delimiters, text qualifiers, and other features of each field.
 - If you agree with the results of the Export Text Wizard's processing, click Next.
 - If you disagree, adjust the selections (for the delimiting character, the text indicator, and whether the first row contains field names) until you're satisfied they're accurate. Then click Next
9. If you chose Fixed Width, the next dialog box asks for verification of the field lengths. You can drag the divider lines left or right to change the fixed-length of the fields. Figure 22-16 shows the same table being exported as fixed width.
10. Click Finish to complete the export.

Q – 7: Explain in detail Database security. [4-5]

Protecting a database with a database password is more appropriate for the single-user database than for a networked, multiple-user database, but it's the simplest way to keep the information from prying eyes. You must have exclusive use of the database to assign a password. Anyone who knows the password can open the database and, once the database is open, the user can do anything with it. You can also assign passwords to a security account.

To add password protection to a database, make sure all other users have closed the database, and then do the following:

1. Open the database in Exclusive mode by clicking the down arrow next to the Open button in the Open dialog box, and then choosing Open Exclusive from the menu.
2. Choose Tools | Security | Set Database Password. The Set Database Password dialog box appears. This menu command isn't available if the current database is a member of a replica set.
3. Enter the password you want to use in the Password box, repeat it in the

Verify box, and then click OK. If the two entries aren't the same, Access asks you to reenter the password in the Verify box.



Here are some guidelines for creating your password:

- Create a strong password by combining uppercase and lowercase letters with numbers and symbols, up to 20 characters. For example, aZ!24hQ6 is a strong password, while At Home is a weak password.
- Don't include leading spaces, ASCII characters 10 through 31, or any of the following characters: “\ [] : | < > + = ; , . ? *.
- Never use a word that appears in the dictionary.

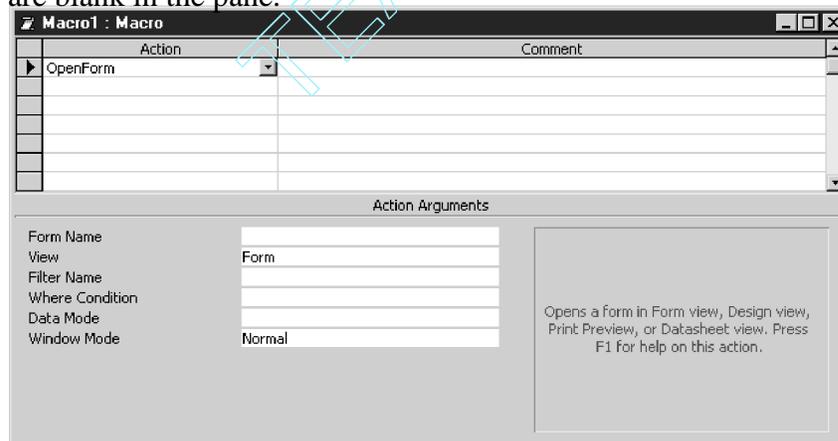
Q – 8: Explain steps to create a simple macro and run macro.

[5-6]

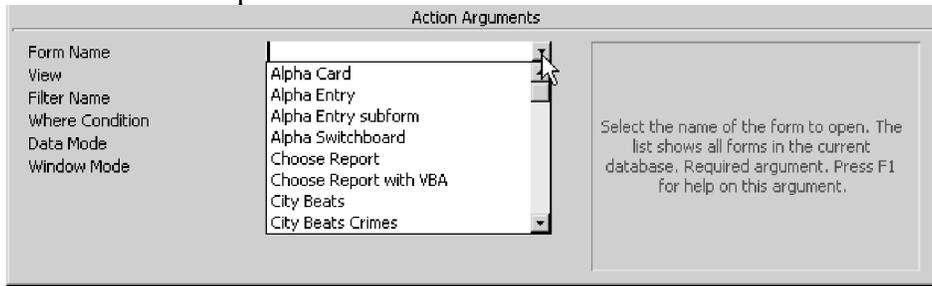
Creating a Simple Macro

As an example, create a macro in the Police database that opens the Alpha Card form in read-only mode by doing the following:

1. Click New in the Macros tab of the Database window to open the blank macro sheet.
2. In the first row of the macro, click the Action drop-down arrow and choose OpenForm from the list.
3. The Action Arguments pane now contains the arguments for the OpenForm action and the information pane describes the selected OpenForm action. The Form Name argument is required. Other required arguments show default selections. The optional arguments are blank in the pane.



- Click the Form Name box in the Action Arguments pane and select a form from the drop-down list of all the forms in the current database.



- Set the other arguments as follows:

- View (required): Choose from the list of options including Form (default), Design, Print Preview, Datasheet, PivotTable, or PivotChart. Leave the default Form view.
- Filter Name (optional): Enter the name of the filter to limit or sort the records in the form. This can be a query or a filter saved as a query. Leave this blank because you want all the records.
- Where Condition (optional): Enter a SQL WHERE clause that limits the records in the form. You can click the Build button next to the argument box to start the Expression Builder if you need help. Again, you want all the records, so don't add a Where Condition.
- Data Mode (optional): Choose from the list of data entry modes: Add, to allow adding new records; Edit, to allow editing of existing records; or Read Only, to prevent any additions or editing. Choose Read Only from the list.
- Window Mode (required): Choose from the list of window modes, including Normal (default); Hidden, which hides the form; Icon, which displays the form minimized; or Dialog, which sets the form Popup and Modal properties both to Yes. Leave the Window Mode with the default Normal setting.

- Close the Macro window, enter a name for the macro in the Save As dialog box, and then click OK. If you return to the Macros tab of the Database window, you can see the name of the new macro.

When you run the macro, Access evaluates the condition and does the following:

- If the condition is True, Access runs the action on that row, and all actions directly following it, that have an ellipsis (...) in the Condition column. Then Access runs any additional actions that have blank conditions until it encounters another condition, a macro name in the Macro Name column, or the end of the macro.
- If the condition is False, the action is ignored as are any additional actions with an ellipsis (...) in the Condition column. Then Access moves to the next action, if any.