

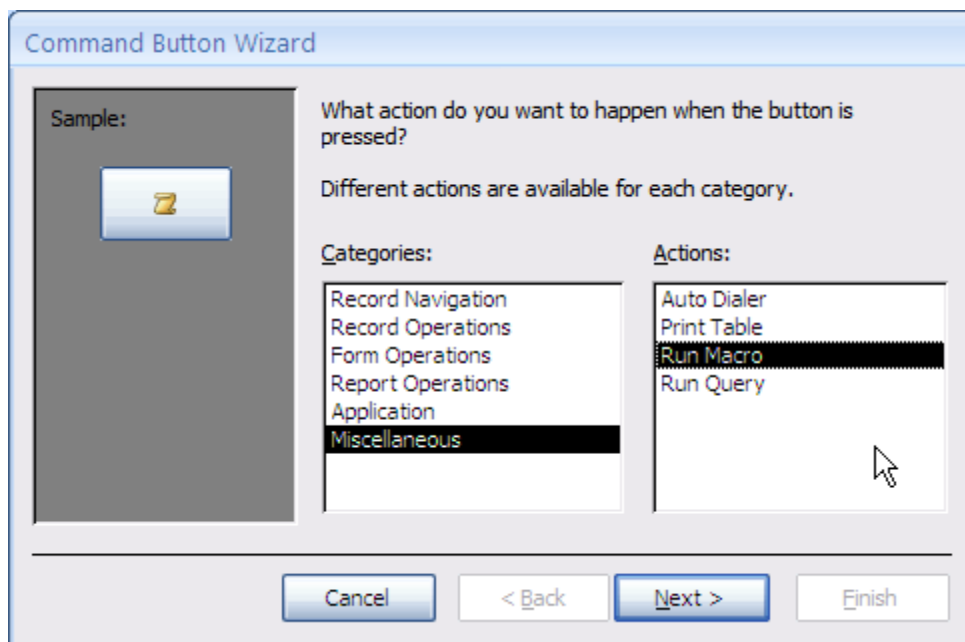
Microsoft Access – Attaching a Macro to a Command Button



Attaching a Macro to a Command Button.

A macro can be attached to a command button that has been added to a form.

1. Open the form in design view
2. Click on command, in the control group on the design ribbon.
3. Position the control on the form.



4. Select miscellaneous on the categories section and then run macro.
5. On the next screen select the macro required whether it is a standalone macro or a grouped macro.
6. Then decide whether to display text on the button or a picture. If the text option is selected then the text can be changed as required.
7. Finally give the macro a name.

This creates an embedded macro (in earlier versions it would create VBA code).