

Microsoft Access – Conditional-macros



Conditional macros

A conditional macro adds a condition that has to be met before the steps of the macro can be carried out. This adds an IF THEN ELSE facility to the macro.

The condition can be made up of any mathematical or logical operators using functions, fields and values. The condition must calculate to a true/false scenario. If the condition calculates to true the macro will be carried out.

If more than one action needs to be carried out when a condition is repeated then the condition can be entered again for the next line or an easier way is by adding an ellipsis (...). (This works in the same way as – if you were writing something down and you wanted to repeat the information from the line above you would add “ on the current line.)

To Show the conditions



1. Click on the design ribbon.
2. Select Conditions on the show/hide group.

This adds a condition column where the condition can be typed up. This column can be added as well as the names column if grouped macros are being set up.

Condition	Action

Examples of conditions

Expression

Condition

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[City]="Paris"

Paris is the City value in the field on the form from which the macro was run.

DCount("[Order ID]", "Orders")>35

There are more than 35 entries in the Order ID field of the Orders table.

MsgBox("Confirm changes?",1)=1

You click **OK** in a dialog box in which the **MsgBox** function displays "Confirm changes?". If you click **Cancel** in the dialog box, Access ignores the action.