

Microsoft Access – Running a Macro Directly



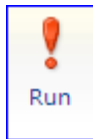
Running a Macro Directly

To carry out the actions in a macro, the macro must be run. This can be done in several different ways.

A stand alone macro (where there is only one macro in the object) can be run directly from the navigation pane.

1. Select macro name on the navigation pane.
2. Double click on macro name.

In Design View



1. Select the design ribbon.
2. Click on the Run button.