



TRAINERS

MICROSOFT ACCESS MACRO
VERSION 2
TRAINING REPORT

TRAINEE: John Waugh LOCATION: Trainers
COMPANY: BBC Monitoring DURATION: 1 Day

Course Topics

Introduction to Macros:	Macros and Forms:	Main Form/Control Centre:
Creating a Macro	Creating Command Buttons	Creating a Blank Form
Saving a Macro	Assigning Macros to Buttons	Adding Command Buttons
Running a Macro	Validating Data	Menu Builder
Editing a Macro	Form/Control Events	Autoexecute Macro
Adding Actions	Keyboard/Mouse Events	
Macro Arguments	Synchronising Forms	
Using Conditions in Macros	Trouble Shooting:	Macro Groups:
	Single Step	Create a Group
	Action Failed	Filter Macros
		Assigning Buttons
		All Topics Covered <input checked="" type="checkbox"/>

STANDARD REACHED: Good FUTURE TRAINING REQUIRED:

John showed a good understanding and appreciation of each topic covered.

SIGNED: Haydn

DATE: 5.12.95