## 7.3 Laboratory Sessions

**Exercise 1: The Macro Designer Interface**

* Eight actions –Open Form, Close Form, Go to Control,Set Value, Print a Form, Go to first record, MessageBox, Open Query
* Four objects -tables, queries, forms, and reports
* Two user interface actions -
* Two data entry operation actions

**Exercise 2: Planning a Macro**

The stages in creating a data entry macro.

1. Paste in your code and **Select Save**. Close the window afterwards.
2. Go to **Developer > Code > Visual Basic**
3. Open the sheet containing the data. Go to **Developer > Code > Macros**
4. Make sure you have the correct sheet and your macro are selected. Click **Run**.