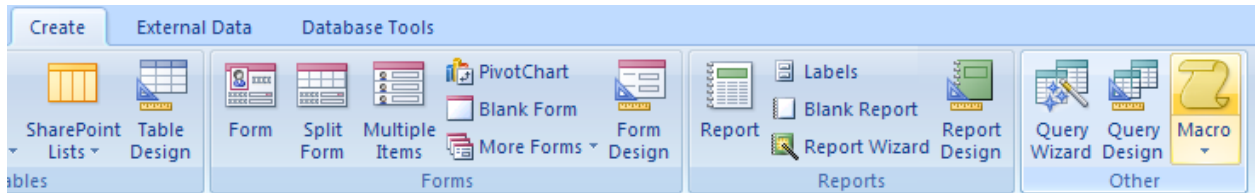


## Making a Switchboard

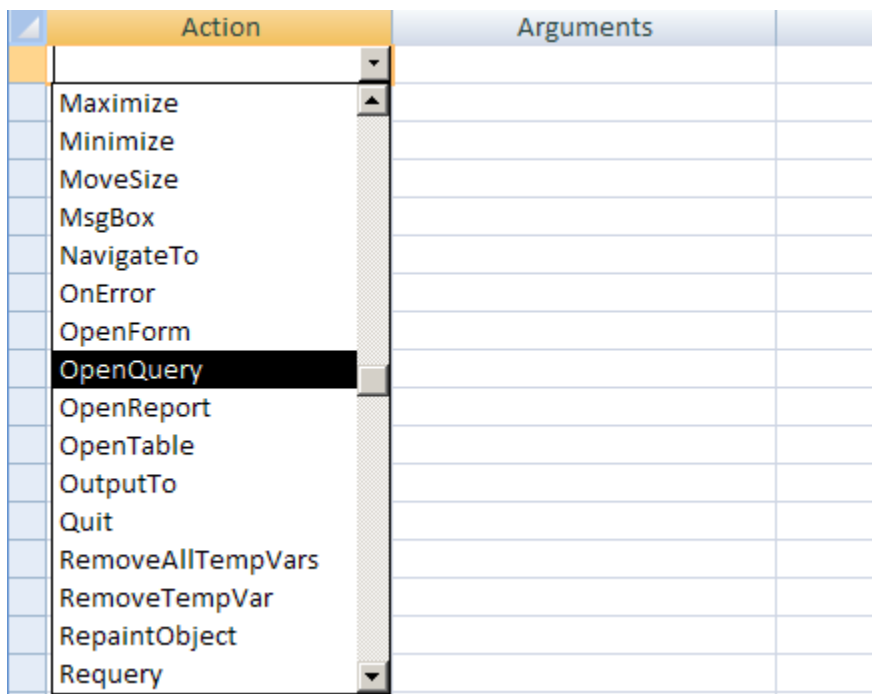
To get a programmer and user interface, you set up a **switchboard** as a **menu for user**. The steps for setting up switchboard are followed:

I. Set up a **macro** to run table, form, and report.

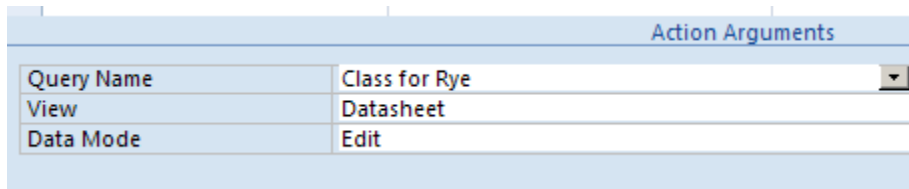
1. Click **Create / Macro**



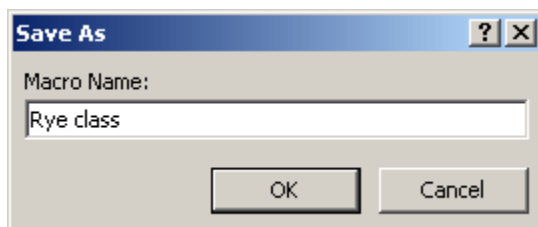
2. Choose the **Action**



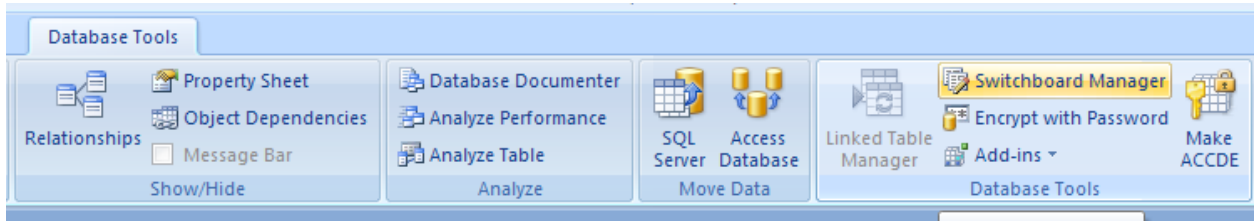
3. Select **Action Arguments**, for example, query name.



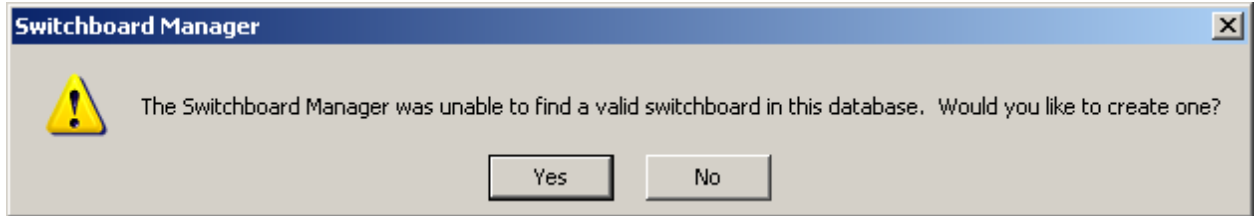
4. **Save** the macro



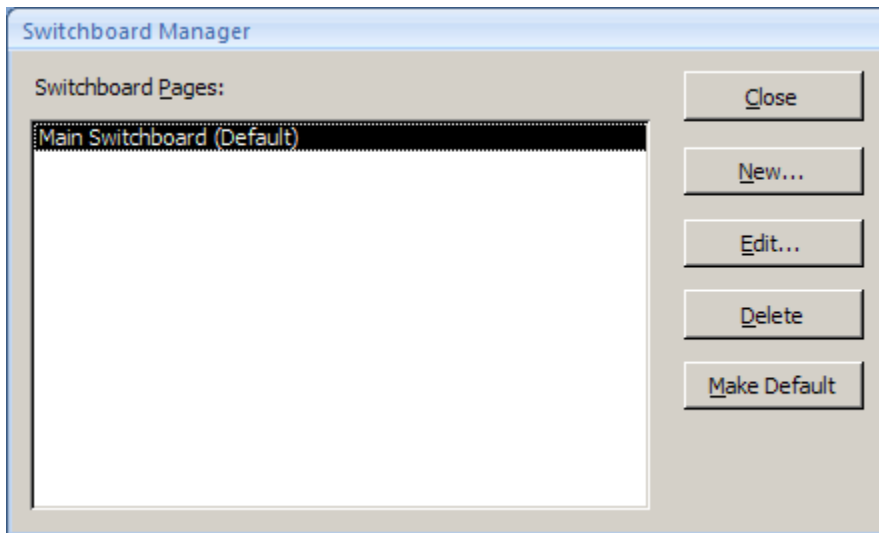
- II. Create a **switchboard**.
1. Click **Database Tools / Switchboard Manager**.



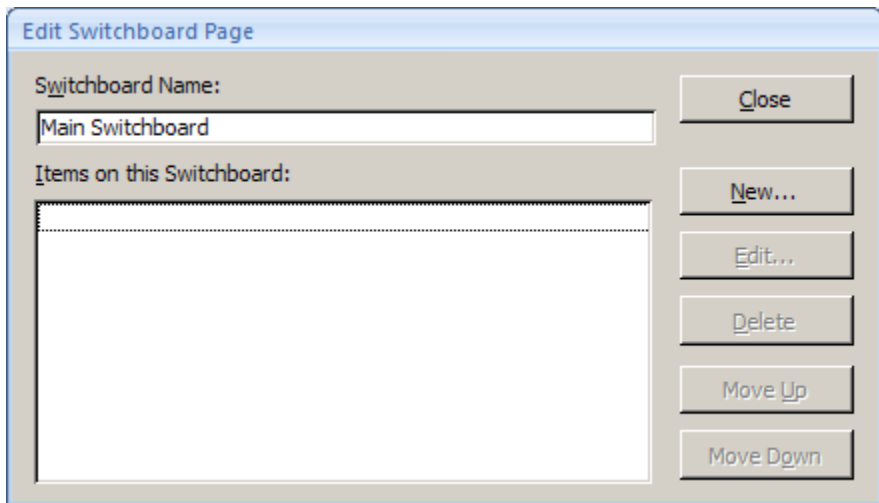
2. Click **Yes**



3. Click **Edit**



4. Click **New**



5. Type information of **Text** which will show on screen.

**Edit Switchboard Item**

Text: Find All Classes of Rye

Command: Go to Switchboard

Switchboard: Go to Switchboard  
Open Form in Add Mode  
Open Form in Edit Mode

OK  
Cancel

6. Select the **command** and additional information like which macro.

**Edit Switchboard Item**

Text: Find All Classes of Rye

Command: Run Macro

Macro: Rye class

OK  
Cancel

**Edit Switchboard Page**

Switchboard Name: Main Switchboard

Items on this Switchboard: Find All Classes of Rye

Close  
New...  
Edit...  
Delete  
Move Up  
Move Down

7. Make another **New** item:

**Edit Switchboard Item**

Text: Exit the Access

Command: Exit Application

OK  
Cancel

**Edit Switchboard Page**

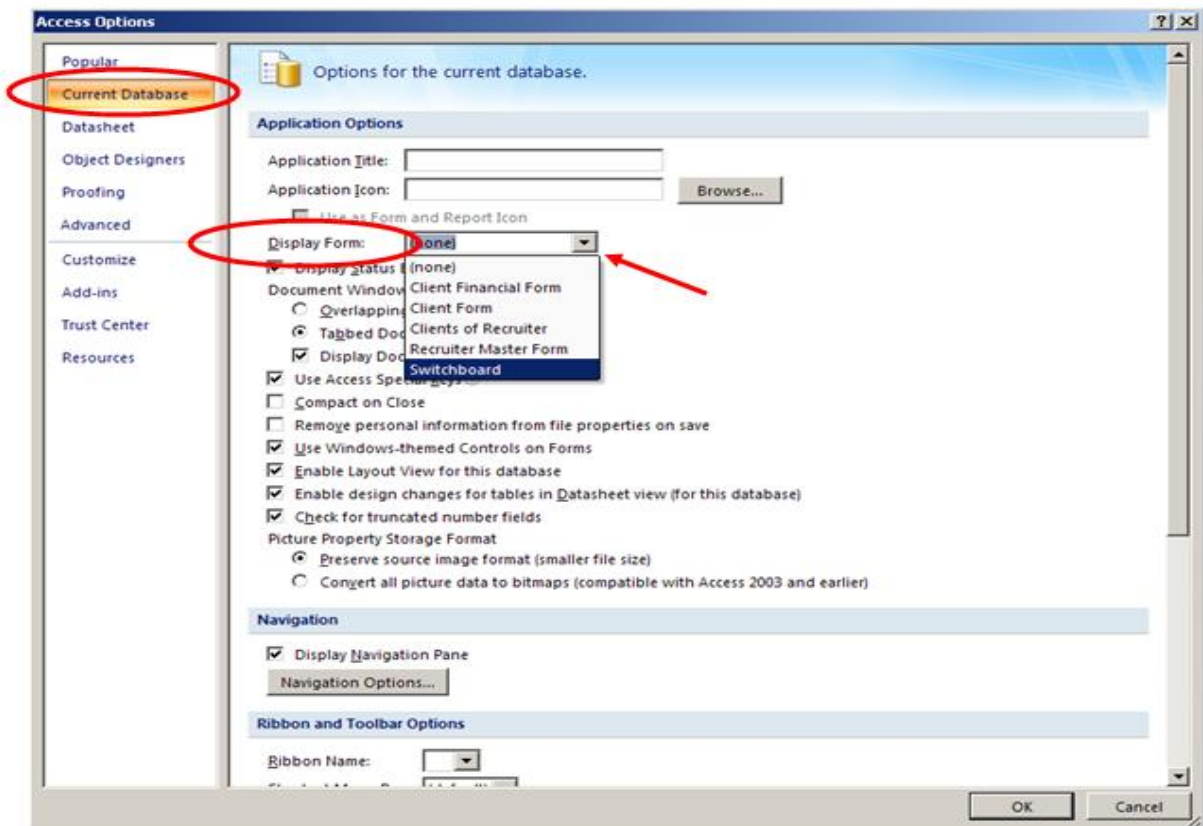
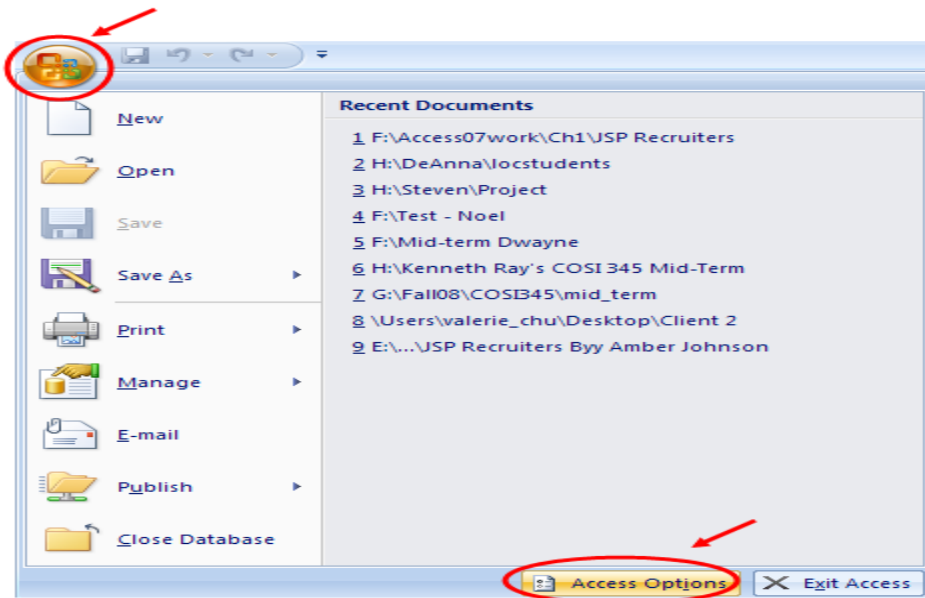
Switchboard Name: Main Switchboard

Items on this Switchboard: Find All Classes of Rye  
Exit the Access

Close  
New...  
Edit...  
Delete  
Move Up  
Move Down

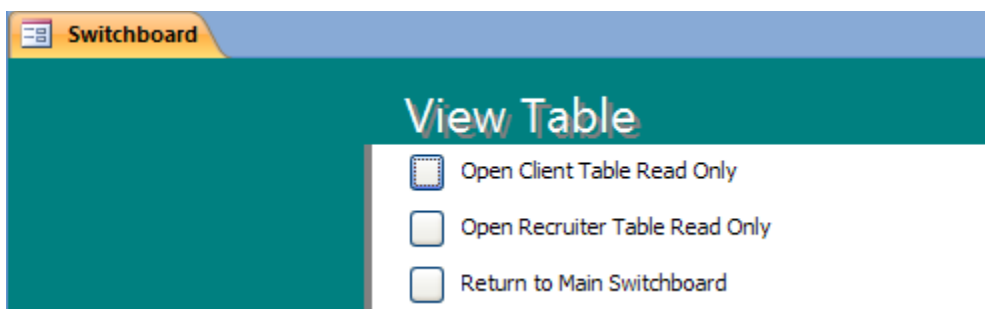
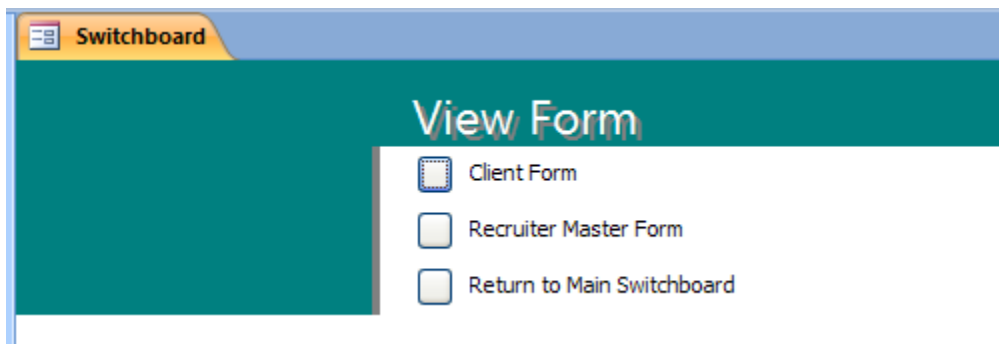
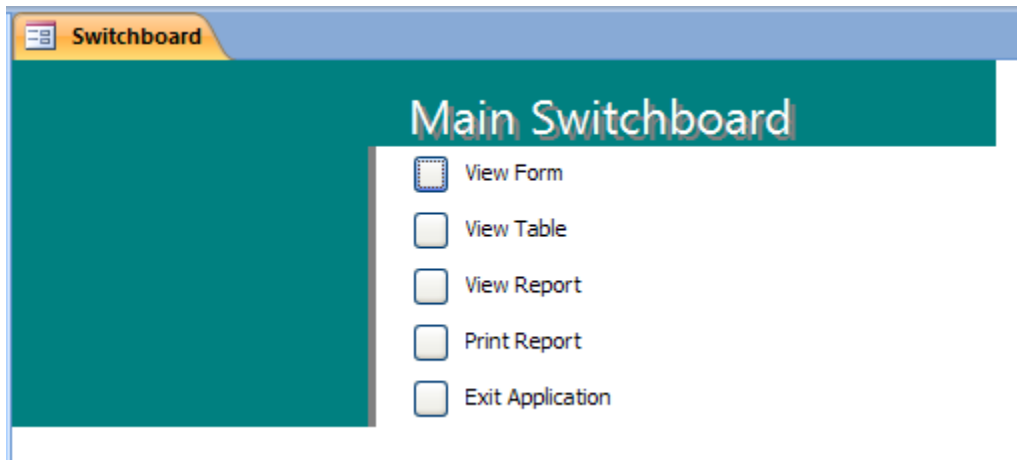
Close the window twice.

III. The steps for **automatically starting up switchboard** when database is opened in Access 2007:



## Microsoft Access Exercise 5

Use Macros and Switchboard to create programmer and user interface as the following.





## View Report

- Preview Client Address Report
- Preview Client Financial Report
- Preview Clients by City Report
- Preview Clients by Recruiter Report
- Return to Main Switchboard



## Print Report

- Print Client Address Report
- Print Client Financial Report
- Print Clients by City Report
- Print Clients by Recruiter Report
- Return to Main Switchboard