

# Access 2013 Expert

## Adding a Blank Table

1. Select Add Blank Table from the Add Tables page.
2. Access opens the table in Design view so that you can develop your table quickly using the table design tools.
3. Enter the following information:
  - Field Name
  - Data Type
  - Description (optional)
4. If you need to change additional field properties, select the field you want to change and adjust the Field Properties in the section at the bottom of the screen.
5. You can also save changes to the list view and the datasheet view as needed.

## Creating a Standalone Macro

To create a standalone macro, use the following procedure.

1. Select the Home tab from the Ribbon.
2. Select Advanced.
3. Select Macro.
4. In the Macro Design view, select the first action you want the standalone macro to perform from the drop down list. You can also add macro actions from the Action Catalog on the right. Just double-click on the action you want to include. Notice that if you click once on an action in the Action Catalogue, Access displays a definition at the bottom of the Action catalog pane.
5. If you select actions that require the arguments, fill in the argument information.
6. If you add multiple actions, you can use the arrow keys on the right to rearrange them. You can also click the X to delete an action you no longer need.
7. Save your changes and close the macro design view.

## About User Interface Macros

CONTROL OR OBJECT TYPE	SUPPORTED EVENTS
Action Bar Button	On Click
AutoComplete	After Update, On Click
Button	On Click
Check Box	After Update
Combo Box	After Update
Hyperlink	After Update, On Click
Image	On Click
Label	On Click
Multiline Textbox	After Update, On Click
Text Box	After Update, On Click
View	On Current, On Load