


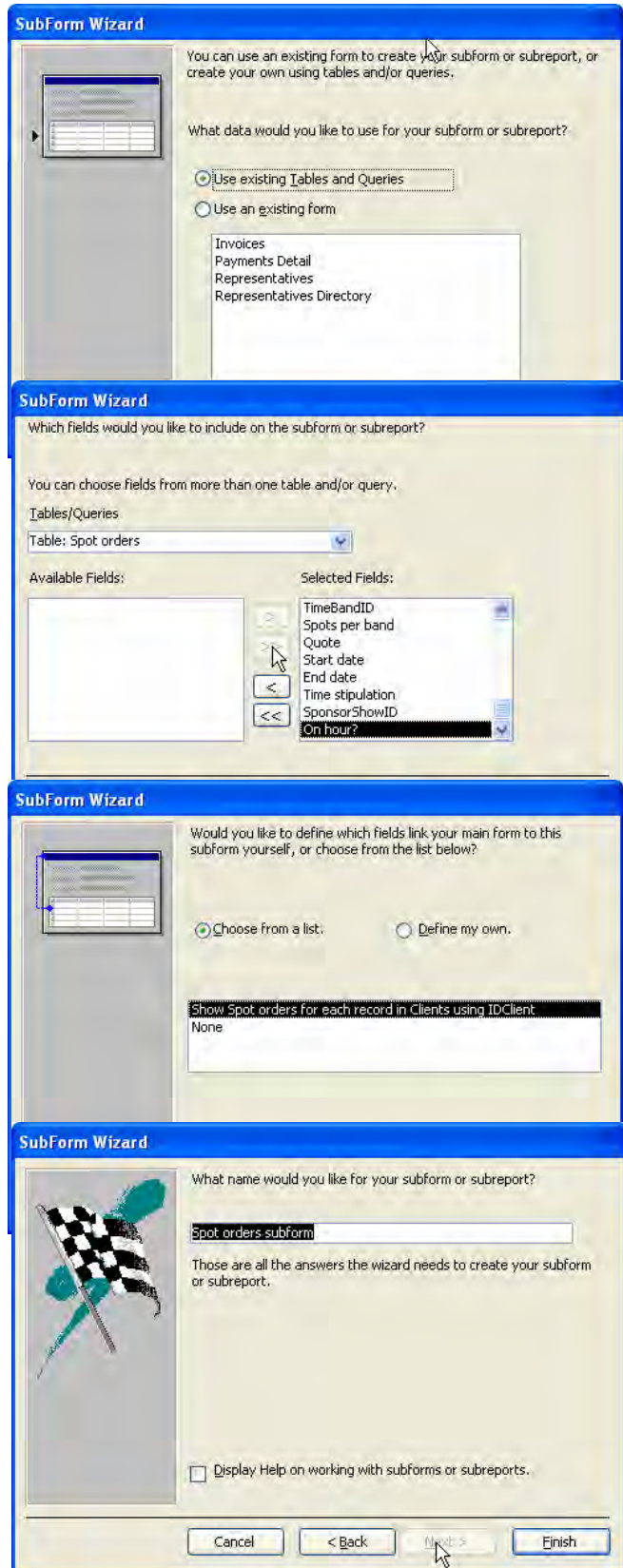


CREATING A SUBFORM USING DESIGN VIEW

You will be using the **Access Training (Chamber)** database for this exercise.

- ❖ Before a subform can be created, the tables have to be linked. To do this:
 - Click the **Tables** link in the **Objects** bar.
 - Click the **Relationships** button on the toolbar (see illustration at right) .
 - Click the **IDClient** field in the **Clients** box.
 - Drag this field to the **ClientID** field in the **Spot Orders** table.
 - Close the **Relationships** table and save the changes.
- ❖ Open the **Clients** form in **Design View**.
- ❖ Display the **Toolbox**, if necessary.
- ❖ Click the **Control Wizards** button (see illustration at right)  to turn it on, if necessary.
- ❖ Click the **Subform** button in the **Toolbox** (see illustration at right) .
- ❖ Drag the mouse pointer to the **left side** of the form at approximately the **1.5-inch mark**.
- ❖ The first page of the wizard will be displayed. There are two options available:
 - Use existing Tables or Queries.
 - Use an existing form.
- ❖ Since **Use existing Tables or Queries** is the default, click **Next** to move to the next step.
- ❖ The **Tables/Queries** dialog box will appear.
- ❖ In the **Tables/Queries** list, select **Tables:Spot Order**.
- ❖ Click the double right pointing arrow to move all the fields from the **Available Fields** list to the **Selected Fields** list.
- ❖ Choose **Next** to proceed with the creation of the Subform.
- ❖ This dialog box is used to define the links between the tables.
 - If the tables are already linked, the **Choose from a list** option will be selected. The link relationship will be displayed in the box.



The image shows four sequential screenshots of the SubForm Wizard dialog box in Microsoft Access. The first screenshot shows the initial step where the user can choose to use existing tables and queries or an existing form. The second screenshot shows the selection of fields from the 'Spot orders' table, with 'On hour?' selected. The third screenshot shows the selection of a link relationship from a list, with 'Show Spot orders for each record in Clients using IDClient' selected. The fourth screenshot shows the final step where the user enters the name 'Spot orders subform' and clicks the 'Next' button.

- If the links have not been defined, click on **Define my own** and a list will be provided for choosing the links.
- ❖ Since the links have been defined for these tables, click **Next** to move to the final step in the wizard.
- ❖ The last dialog box will display asking for a name of the Subform.
- ❖ Click on the **Finish** button to accept the default name for the subform.
- ❖ Change the **Width** of the **Subform** to **6-inches**.
- ❖ Change the **Height** of the **Subform** to **3.5-inches**.
- ❖ Drag the right border of the **Subform** to the right until all the data shows.
- ❖ Save the **Form** and then click the **Form View** button on the toolbar to switch to **Form View** and test the link.
- ❖ Make sure the insertion point is in one of the fields in the **Main Form**.
- ❖ Click the **Navigation** buttons at the bottom of the Form to move from record to record.
- ❖ Close the **Form**.