

CREATING A SUBFORM USING THE FORMS WIZARD

A Subform may be created at the same time the Main Form is created by using the Forms Wizard.

- ❖ In the Database window, click **Forms** on the **Objects** bar.
- ❖ Double-click the **Create Form by Using Wizard** link.
- ❖ Click the **Tables/Queries** drop-down arrow.
- ❖ Select **Table:Representatives**. This is the table that will appear in the Main Form.
- ❖ Click the **double, right** arrow to add all the fields to the **Form**.
- ❖ Select the **Table:Clients** from the **Tables/Queries** list. This is the table that will be used for the **Subform**.
- ❖ Once again, click the **double right** arrows to insert all the fields.
- ❖ Click **Next** to continue to a new dialog box.
- ❖ Make sure that **Representatives** is selected in the list of tables.
- ❖ Make sure the **Form With Subforms** option button is selected.
- ❖ Click **Next** to continue.
- ❖ Specify that the form is to be a **Datasheet** form.
- ❖ Click **Next** to continue.
- ❖ Specify a style for the form by clicking on the desired option. Click each item to see what it looks like
- ❖ Click **Next** to continue.
- ❖ Enter a **name** for the form and Subform under the option **What titles do you want for your forms**.
- ❖ For the main form, input **Representatives with Subform**.
- ❖ Leave the **default** for the **Subform**.
- ❖ Specify the option **Open the form to view or enter information**.
- ❖ Click **Finish**.
- ❖ The form will appear either in **Design View** or **Form View**.
- ❖ If in **Design View**, click the **View** button to change to **Form View**.
- ❖ To navigate through the **Main Form**, click the **Navigation** buttons at the bottom of the window.
- ❖ To navigate through the **Subform**, click the **Navigation** buttons in the middle of the window.

The image displays four sequential screenshots of the Microsoft Access Forms Wizard dialog boxes:

- Form Wizard (Step 1):** "Which fields do you want on your form?" The "Table: Clients" is selected. Available fields include City, State/province, ZIP/postal, Phone 1, Phone 2, Email, and Account zero date. Selected fields include City, State/province, ZIP/postal, Phone 1, Phone 2, Email, and Account zero date.
- Form Wizard (Step 2):** "How do you want to view your data?" The "by Representatives" option is selected. A preview window shows a list of fields: IDContact, Firm name, Surname, Given name, Middle, Representatives_Address 1, Representatives_Address 2, IDClient, RepresentativeID, Company name, Clients_Address 1, Clients_Address 2, Clients_City, Clients_State/province, Clients_ZIP/postal, Clients_Phone 1, Clients_Phone 2, Clients_Email, Account zero date, and Market segment.
- Form Wizard (Step 3):** "What layout would you like for your subform?" The "Datasheet" option is selected. Other options include Tabular, PivotTable, and PivotChart.
- Form Wizard (Step 4):** "What style would you like?" A preview window shows a form with a "Label" and "Data" field. A list of styles is shown, including Blueprint, Expedition, Industrial, International, Ricepaper, SandStone, Standard, Stone, Sumi Painting, and The Garden Company.
- Form Wizard (Step 5):** "What titles do you want for your forms?" The "Form:" field contains "Representatives with Subform" and the "Subform:" field contains "Clients Subform". The "Open the form to view or enter information" option is selected.