CREATE A SUBFORM USING DESIGN VIEW

You will be using Access Training-Database1 for this exercise.

Establish a Relationship
Before a subform can be created, the tables have to be linked. To do this:

✦ Click the Database Tools Tab.
✦ In the Relationships Group, click the Relationships button (see illustration below).
✦ Drag the Clients table from the Navigation Pane into the Relationship window below the other tables.
✦ Move the Spot Orders table to the right of the Clients table (see illustration below).

✦ Click the IDClient field in the Clients box.
✦ Drag this field to the ClientID field in the Spot Orders table.
✦ The Edit Relationships dialog box will open (see illustration above).
✦ Click the Enforce Referential Integrity check box.
✦ Click Create to create the Relationship between the two tables.
✦ A line should appear between the two tables indicating that the Relationship has been established as shown in the illustration below.

✦ Close the Relationships window and save the changes.
Add a Subform to a Report

❖ Open the Clients Form in Design View.
❖ Click the Form Design Tools: Design Tab.
❖ In the Controls Group, click the More button in the bottom right corner of the Controls Gallery.
❖ Click the Use Control Wizards link if an orange button does not appear next to it.
❖ Click the More button again.
❖ Click the Subform button in the Controls Group (see illustration below).

❖ Drag the mouse pointer to the left side and below the main form at approximately the 1.5-inch mark on the horizontal ruler.
❖ The first page of the wizard will be displayed (see illustration below). 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.

❖ In the Tables/Queries list, select Table: Spot Orders.
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 (see illustration below).

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.
- 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 (see illustration above).

Click on the **Finish** button to accept the default name for the subform.

If the **Field List** display, click the **Close** button.

Click the **Design Tab**.

In the **Tools Group**, click the **Property Sheet** button.

Change the **Width** of the **Subform** to 6-inches.

Save the **Form**.

Click the **Home Tab**.

Click the **View** button arrow.

Click **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**.