

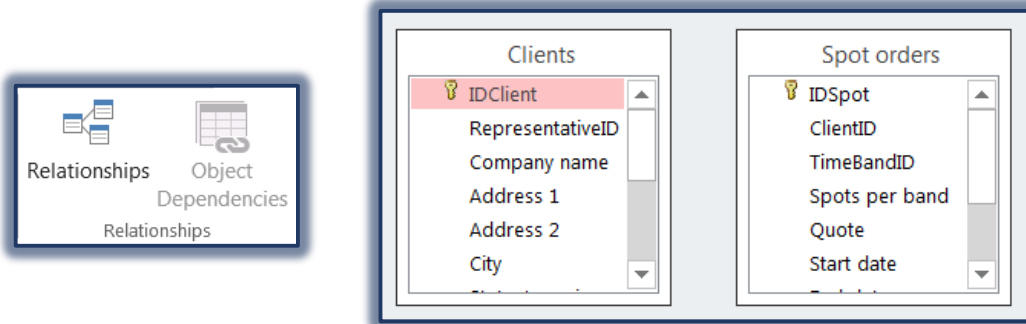
CREATE A SUBFORM USING DESIGN VIEW

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

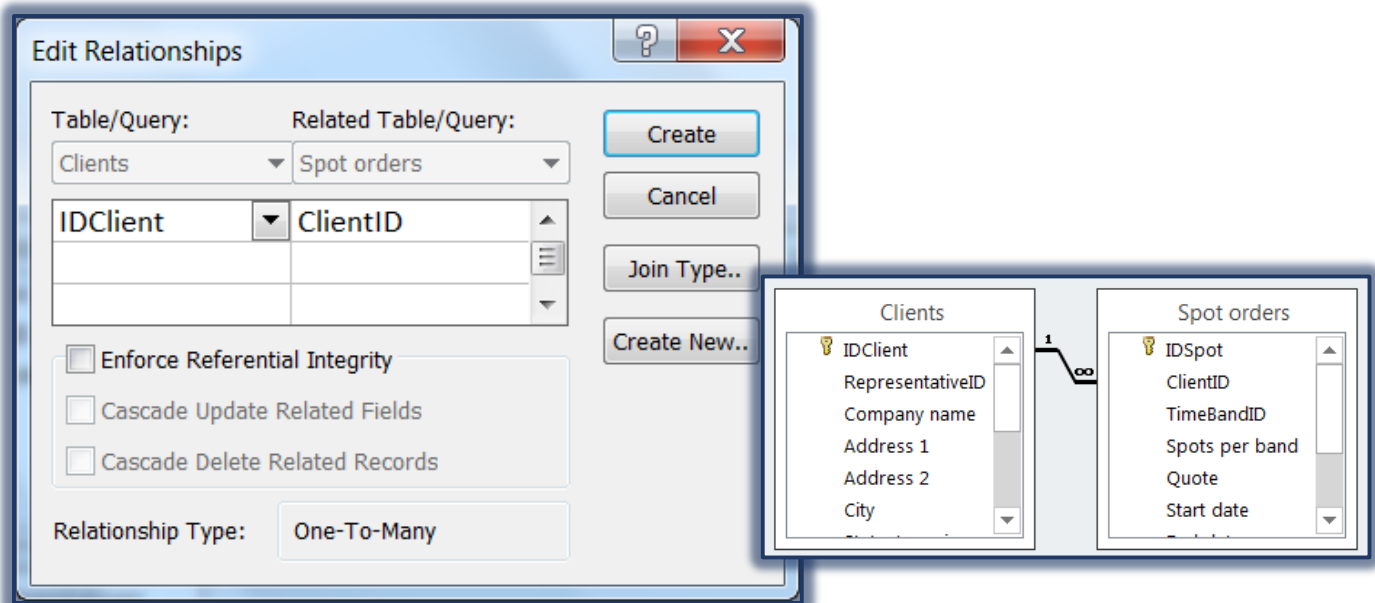
Establish a Relationship

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).



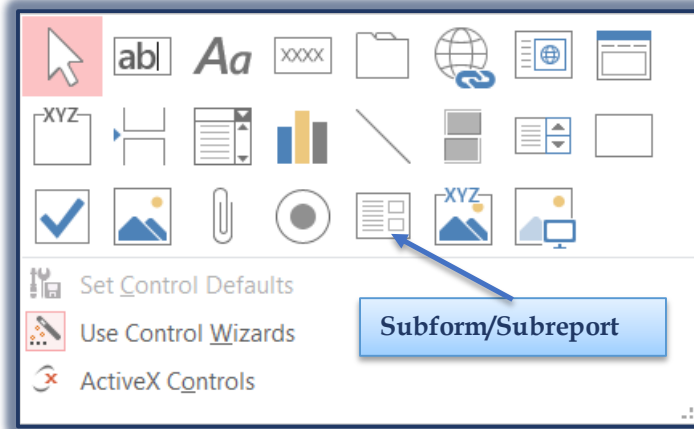
- ✚ Click the **IDClient** field in the **Clients** box.
- ✚ Drag this field to the **ClientID** field in the **Spot Orders** table.
- ✚ The **Edit Relationships** dialog box will open (see illustration above).
- ✚ Click the **Enforce Referential Integrity** check box.
- ✚ Click **Create** to create 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.



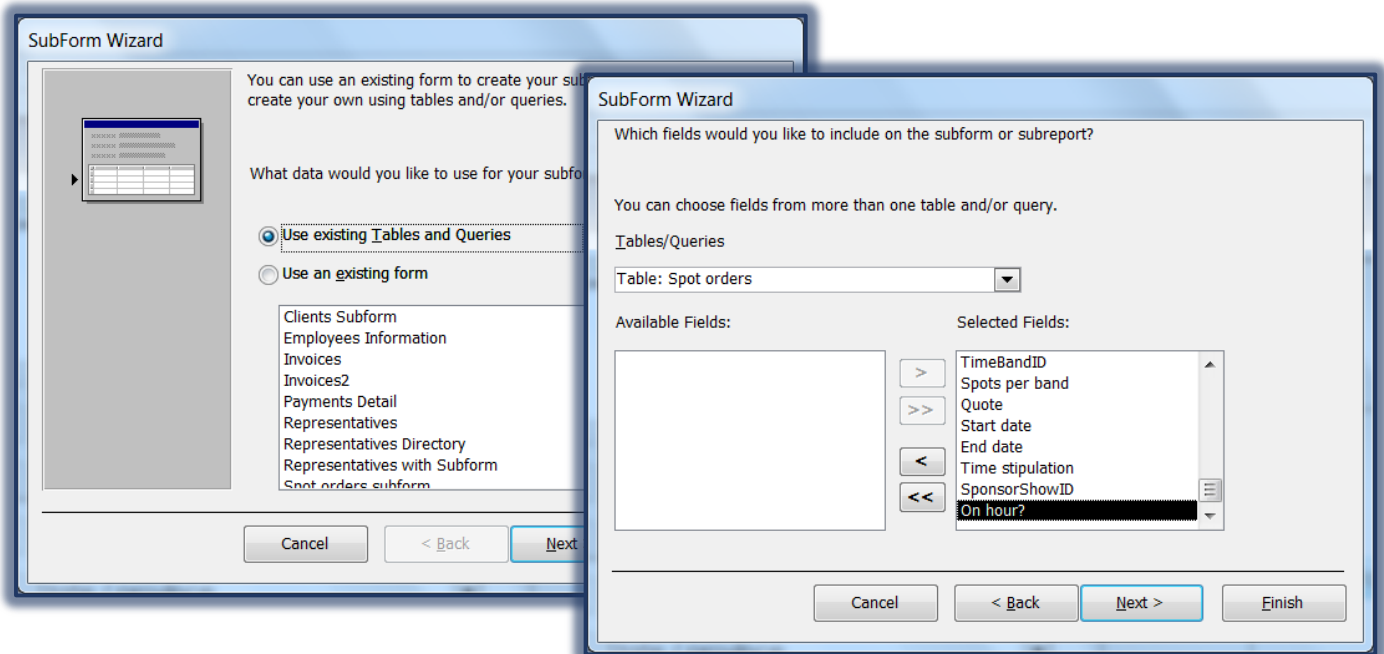
- ✚ Close the **Relationships** window and save the changes.

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).

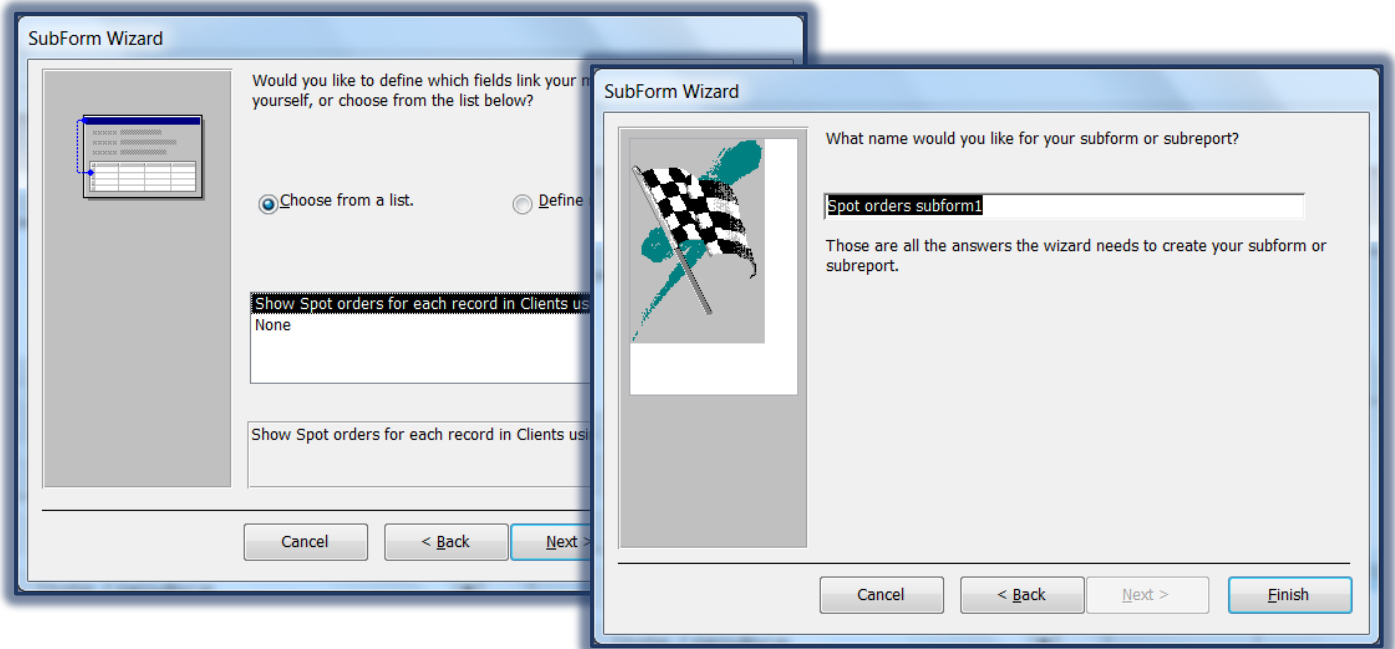


- ✚ Drag the mouse pointer to the **left side** and **below** the main form at approximately the **1.5-inch mark** on the **horizontal ruler**.
- ✚ The first page of the wizard will be displayed (see illustration below). There are two options available:
 - ✧ Use existing Tables or Queries.
 - ✧ Use an existing form.
- ✚ Since **Use existing Tables or Queries** is the default, click **Next** to move to the next step.

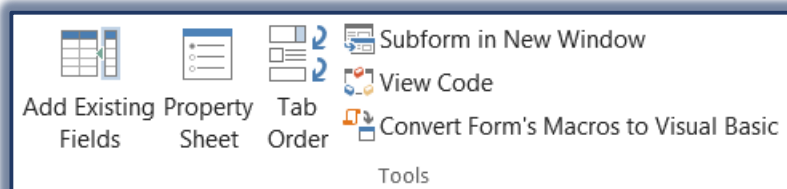


- ✚ In the **Tables/Queries** list, select **Table: Spot Orders**.

- ✚ 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**.