

## Exercise 5

### Create Multi-Table Forms

You want to create a form that looks like this:

ProductNo	Description	SellingPric	QtyOrd	QtyShip	Subtotal
1064	Enigmatic Memory Chips	\$74.50	12	10	\$745.00
1065	Steadfast Memory Chips	\$94.50	3	2	\$189.00
1177	Arkidata Dot Matrix Printer	\$379.95	2	1	\$379.95

Figure 1: Main Form with Sub Form

This type of form has a Main Form and a Sub Form. The Main Form has fields that come from 2 tables, i.e. **Orders** and **Customers**. Similarly the Sub Form has fields from 2 tables i.e. **Order Details** and **Stocks**.

Because we have information from two tables for the top form, we have to create a query to link the tables. Similarly we have to do the same form the bottom half. (Alternatively, you can create these types of forms using the Wizards without making any prior queries.)

### To make Query for the Main Form

1. On the menu bar, click the Create tab and select *Query Design*.

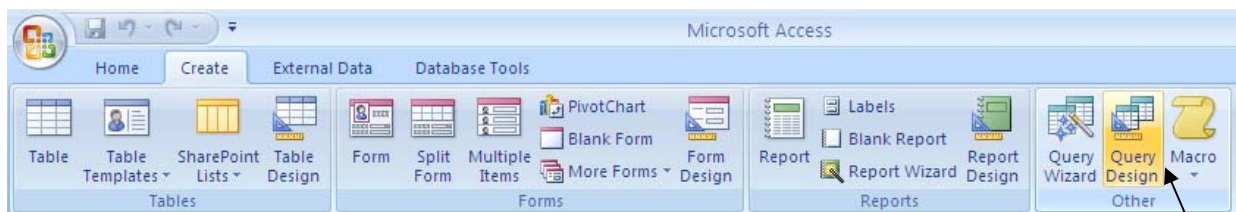


Figure 2: Database Window

2. In the *Show Table* dialog box, select and add the **Customers** and the **Order** table and close the dialog box.
3. Drag each field into each column of the worksheet, one at a time. (Alternatively: Double click on each field and it will automatically go into the columns)

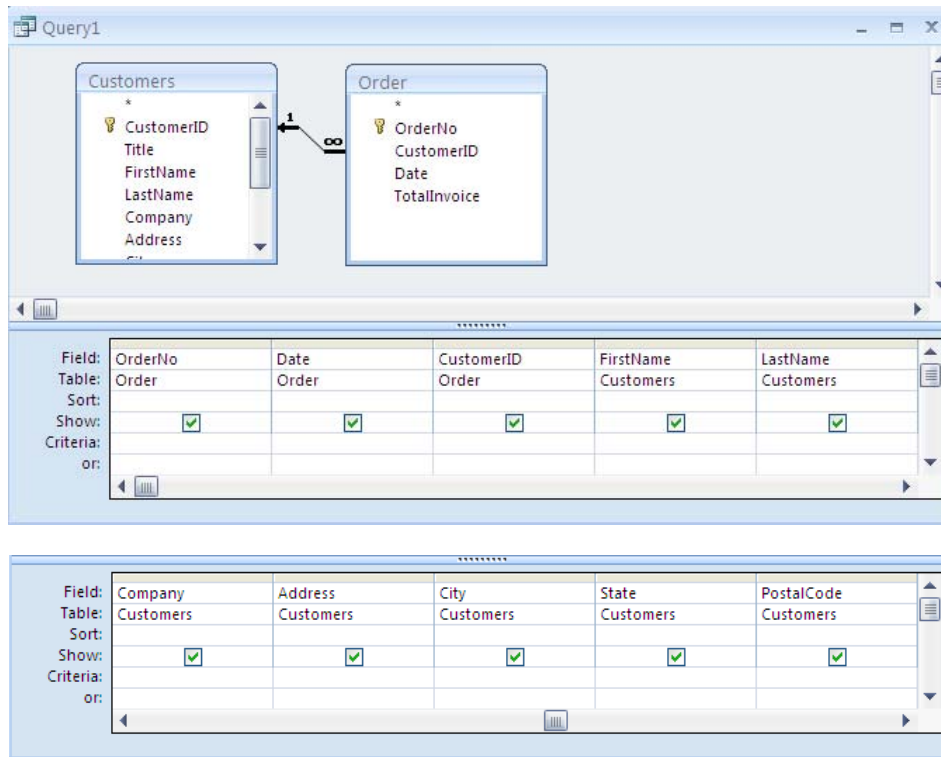


Figure 3-4: Query Designer

**NOTE:** There are two choices for the “CustomerID”, which field should I use?  
Answer: Generally, you should select the field that is in the table with the ∞ (infinity sign) next to it.

4. Save your query by calling it **MainQuery**.

**To make Query for the Sub Form:**

1. Create a query as above. Add **OrderDetails** and **Stock** tables this time.
2. Drag the fields that are shown below into the query design grid.

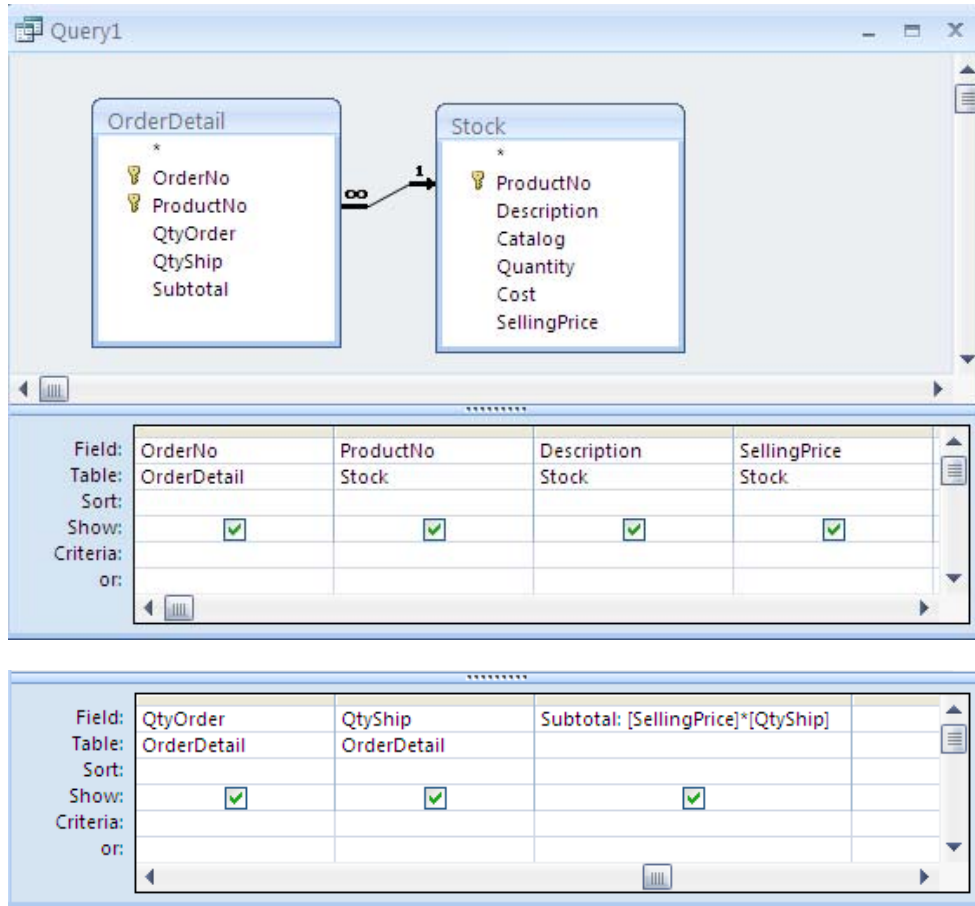


Figure 5-6: Query Designer

In one of the columns, type in the Field cell:

Subtotal:[SellingPrice]\*[QtyShip]

This will compute the subtotal (extended price) in the Sub Form.

\*Again, this time you have “ProductNo” from 2 tables. You will select the “ProductNo” from the **OrderDetails** table (which has the infinity sign next to it).

**NOTE:** The “OrderNo” field **DOES NOT SEEM** to appear in the form (please examine the forms we want to construct) but you **STILL NEED** it for the query. The presence of the field allow us to associate/link the MainQuery and the SubQuery.

**There must be a common field when you create a main/sub Form.** In this case it is the “OrderNo” field.

3. Close and Save the Query as SubQuery.

You have completed the queries needed to construct the Main and the Sub Form. Finally we can create the multi-table Order Entry Form!

## Create The Form:

Click the *Create* tab on the menu bar, select *More Forms*, and select *Form Wizard*.

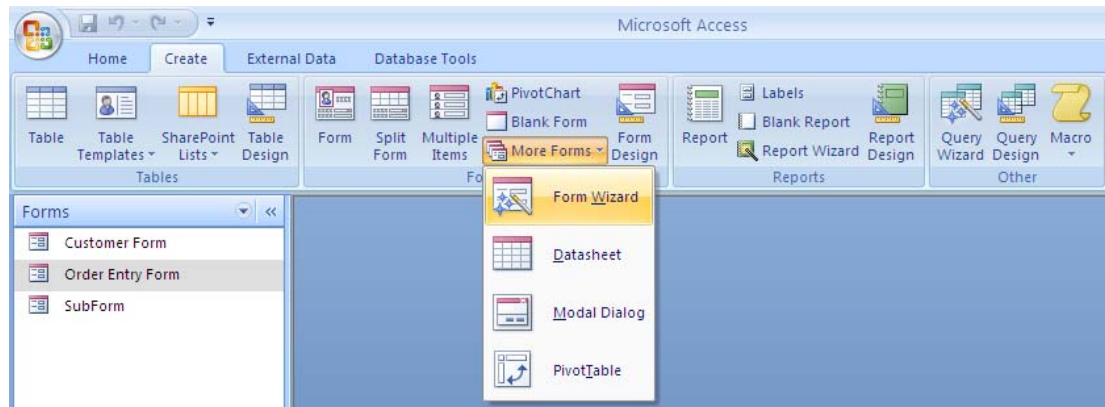


Figure 7: Database Window

1. Select fields from **MainQuery** to be included on main form

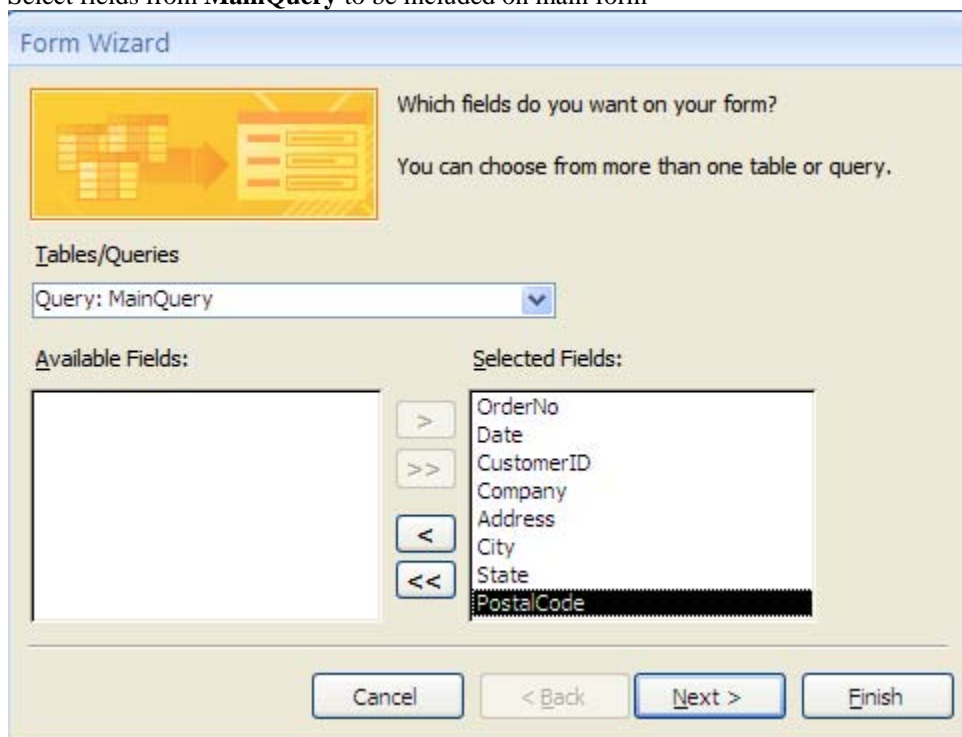


Figure 8: Main Query field selection

2. In the same dialog box, select fields from **SubQuery** to be included in sub form.

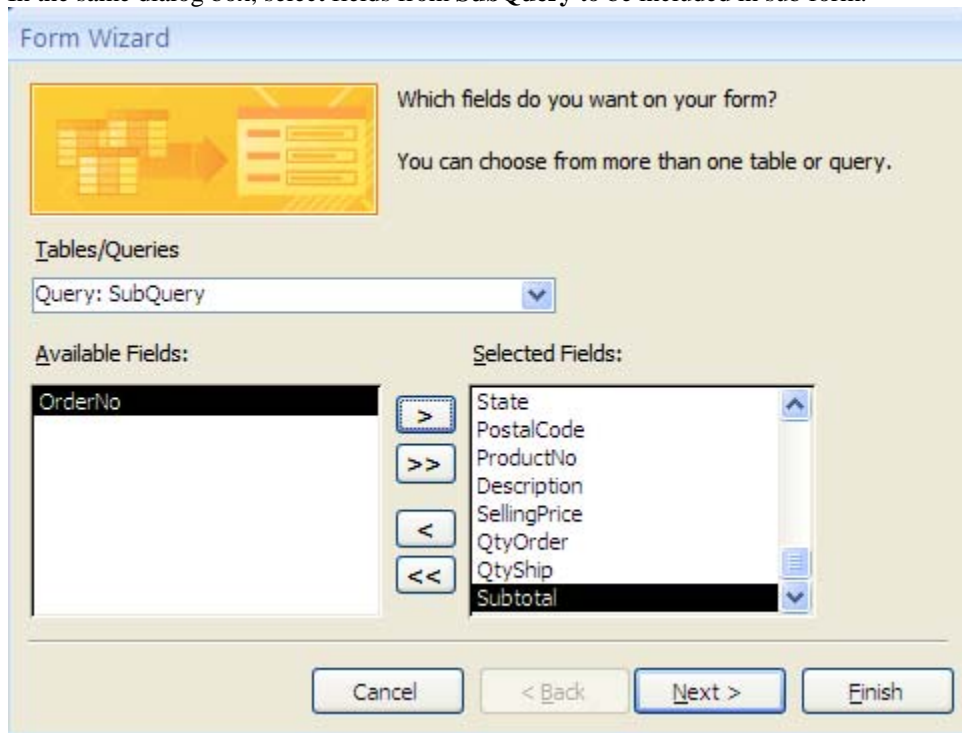


Figure 9: Sub Query field selection

3. Select view data by **MainQuery** and select the *Form with subform(s)* radio option. This will create the subform.

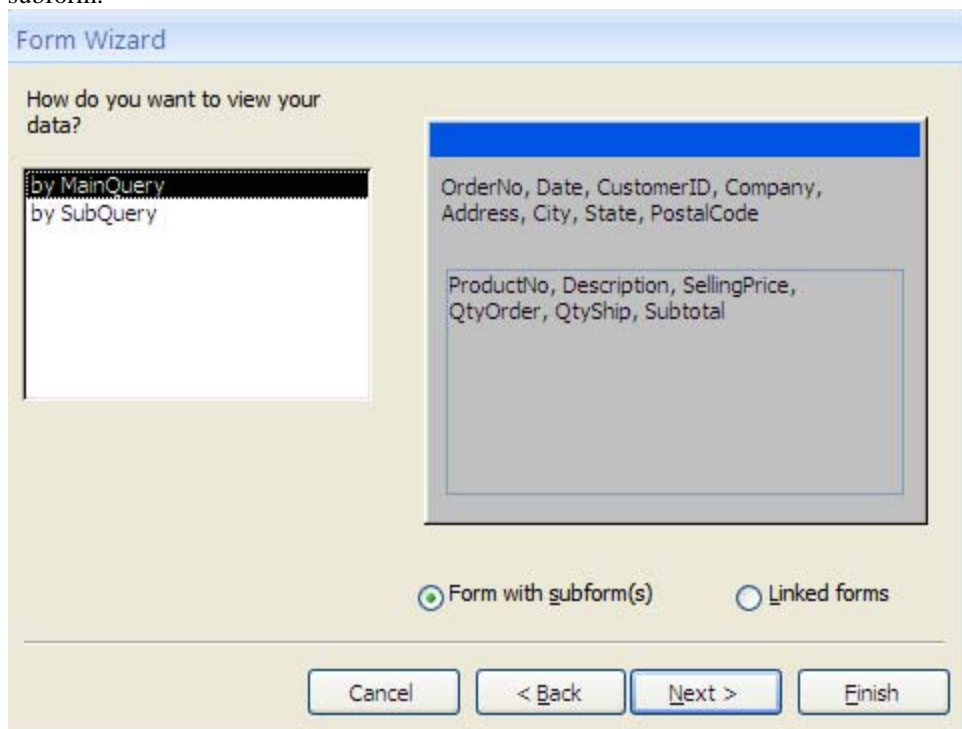


Figure 10: Data View selection

4. Choose *Datasheet* layout and *Office* style in the next two dialog boxes. (Or others if you please.)
5. Title your form **MainForm** and your Sub Form **SubForm**.
6. Open your form in design view to change the formatting and add titles if you like.