

Lesson 3 Forms and Multi-Table Relationship

Creating a form with Tabs for a Multi-Table Relationship

The following explains how to create a form with tabs for a multi-table relationship. Forms with tabs are necessary in the event that you need to enter data into a database with multiple tables.

1. Create the necessary tables for the database. In this example we will need tables for an insurance company database. The below picture illustrates a database that has tables for:

Customer Information

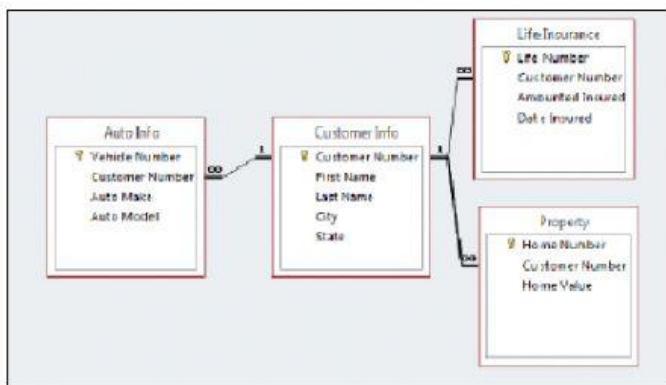
Auto Insurance

Life Insurance

Property Insurance.



2. Create a relationship for all of the tables in the database shows an example of relationship created for a database for an insurance company. 2



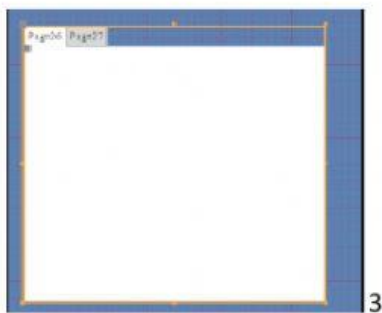
3. Create forms for all of the tables **EXCEPT** for the main table. For example, you would create forms for, **Auto, Property, and life.**

Create the Main Form for your **Customer info Table**.

1. Create a form for the *Customer info* table using the **Form Design** tool.
2. Apply any color,formatting to your form.
3. On the **Design** tab,click the *Tab Control* button. 3



4. Draw the *Tab Control* onto the Form. 3

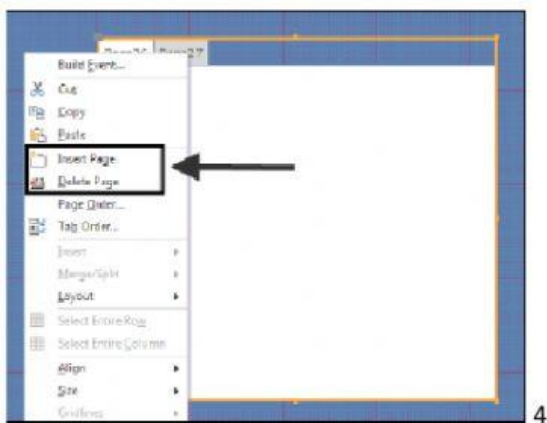


5. To add more tabs,right click over one of the tabs and click **Insert Page** from the menu. 4.

drop-down

6. To delete a tab,right-click over one of the tabs and click **Delete Page** from the menu. 4

drop-down

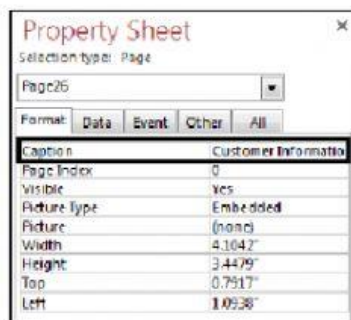


7. To rename the tab,click to select the tab.
8. From the **Design** tab,click the **Property Sheet**. 5



5

9. The *Property Sheet* will open. On the format tab in the **caption** category, enter the name of the tab. 6



6

10. From the *Design* tab, click Add Editing Fields to add the fields onto the tab for this main form. 7



7

11. In the *Field List* window that appears, click **Show all tables**. 8



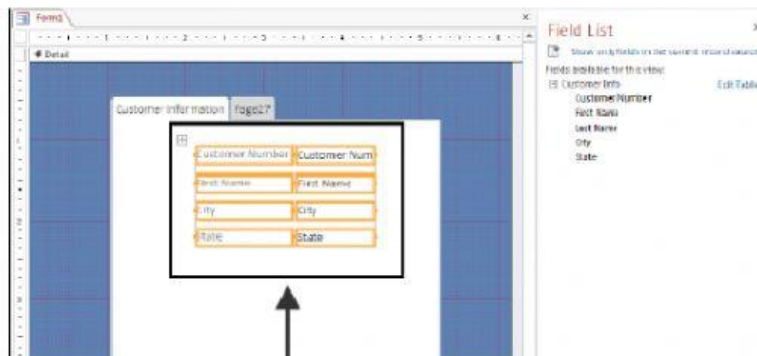
8

12. Click the ******* for the name of the *main table* containing the fields that you want to add. For this example you would click the ******* for **Customer Info**. 9



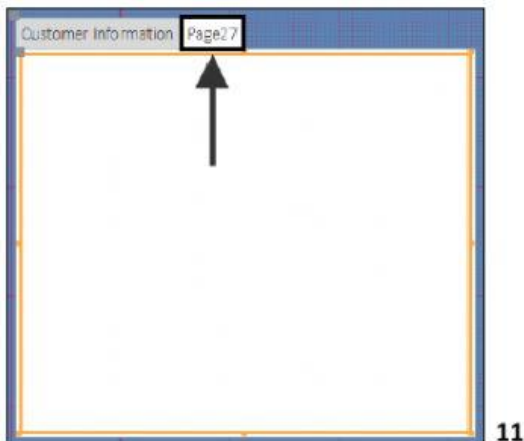
9

13. Drag the fields from the *Field List* onto the tab that you have selected. 10



10

14. You are now ready to add the forms that you created earlier to the other tabs. Click to Select the tab where you want to add your form. 11



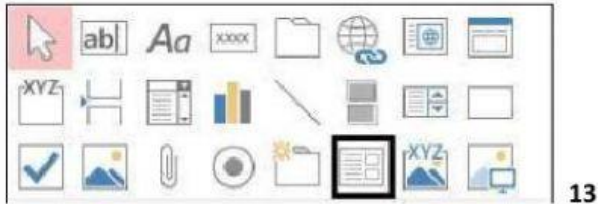
11

15. From the *Design* tab, click **More**. 12



12

16. Select the *Subform/Subreport* control 13

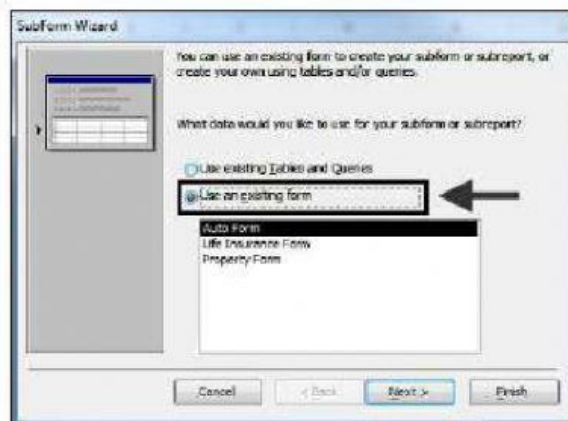


13

17. Draw a box on the form for the selected tab.

18. The *Subform Wizard* dialog box will appear. Select the options. Use an existing form. **14**

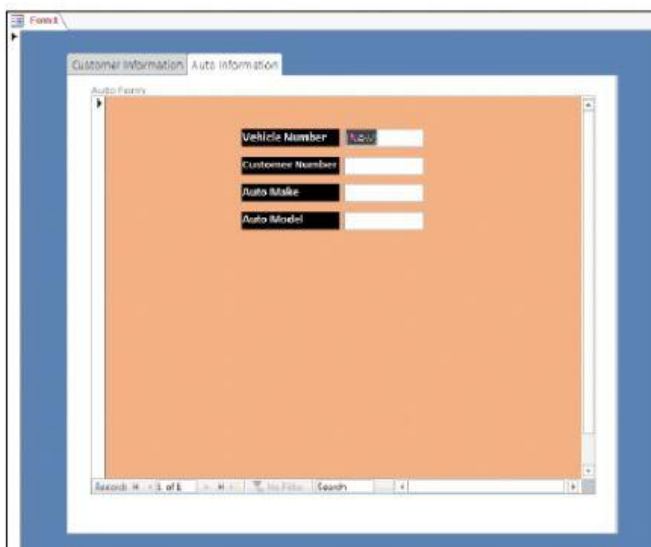
19. A list of forms in your **database** will appear. Select the form of your *choice*.**14**



14

20. Click the **Finish** button.

21. The *Auto Form* will be added inside the **Tab control**. Use the sizing handles around the form to adjust the size.**15**



15

22 Repeat steps 14-21 to add the remaining *subforms*.

Questions

1. Explain the step in detail to add tabs to a multi-table relationship.