Create Multi-Table Forms
You want to create a form that looks like this:

![Figure 1: Main Form with Sub Form](image)

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 for 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. Click the Create tab from the Main Menu and select Query Design

![Figure 2: Database Window](image)

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

**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.
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](image)

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** appear in the form (please examine the forms we want to construct). 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. Make sure you know this part, if not you will not be able to construct your forms.

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 Main Menu and select More Forms: Form Wizard.
1. Select fields from **MainQuery** to be included on main form

![Figure 8: Main Query field selection](image)
2. In the same dialog box, select fields from SubQuery to be included in sub form.

![Figure 9: Sub Query field selection](image)

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](image)

4. Choose Datasheet layout and Standard 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.