Exercise 6
Create Drop Down List
(Combo Boxes for CustomerID & ProductNo)

Many forms include a drop down list or combo boxes that allow you to choose the available options for a particular field eg. "ProductNo." This is necessary so that one does not need to remember all the options for "ProductNo" and instead can use the drop down box to select the entry needed. The "ProductNo" will be extracted based on the selection.

To create Combo Button for "Customer ID" to be displayed
1.   Open the **MainForm** form (created in Exercise 5) in Design Mode

2.   Delete the "CustomerID" field. Make sure it is the whole field, not just the label.

3.   Click the Combo Box button

4.   Click on the form where you would like the Combo Box to be placed.

The Wizard will now appear to assist you in creating the Combo Box.
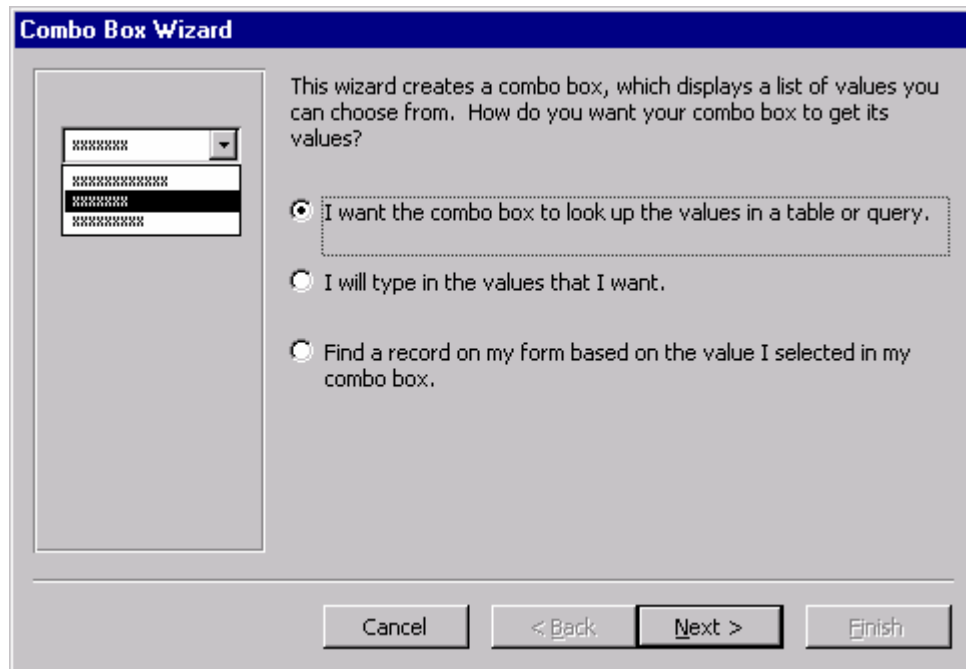1.   You want the Combo Box to look up the values for you

Figure 1: Combo Box Wizard step 1

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2.   Which tables do you want to use to find the possible entries. In this case, we want the **Customers** Table:
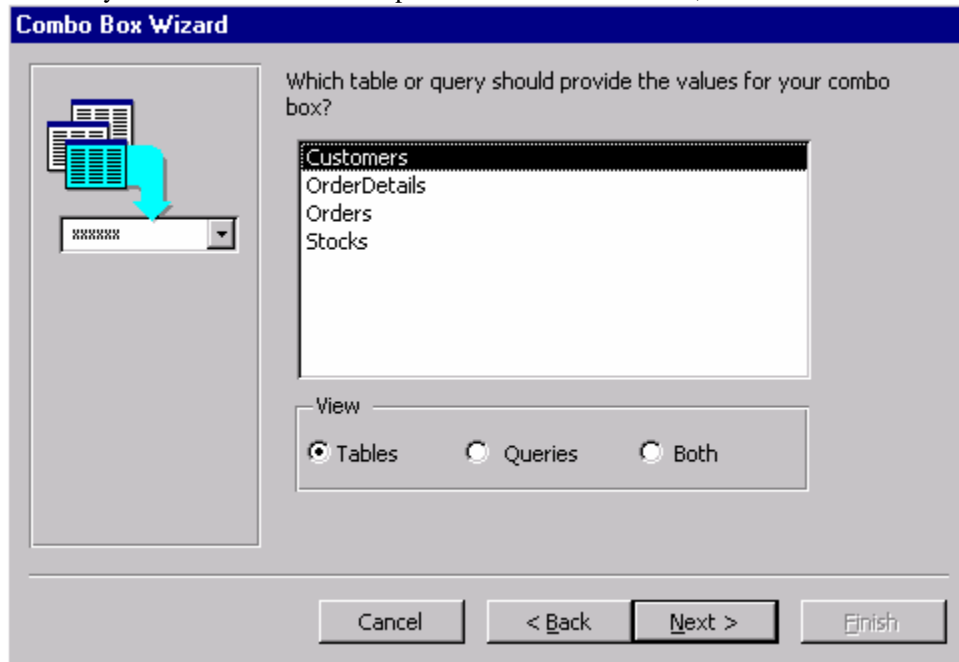

Figure 2: Combo Box Wizard step 2

3.   Fields to be displayed. You want to display "CustomerID" and "Company."
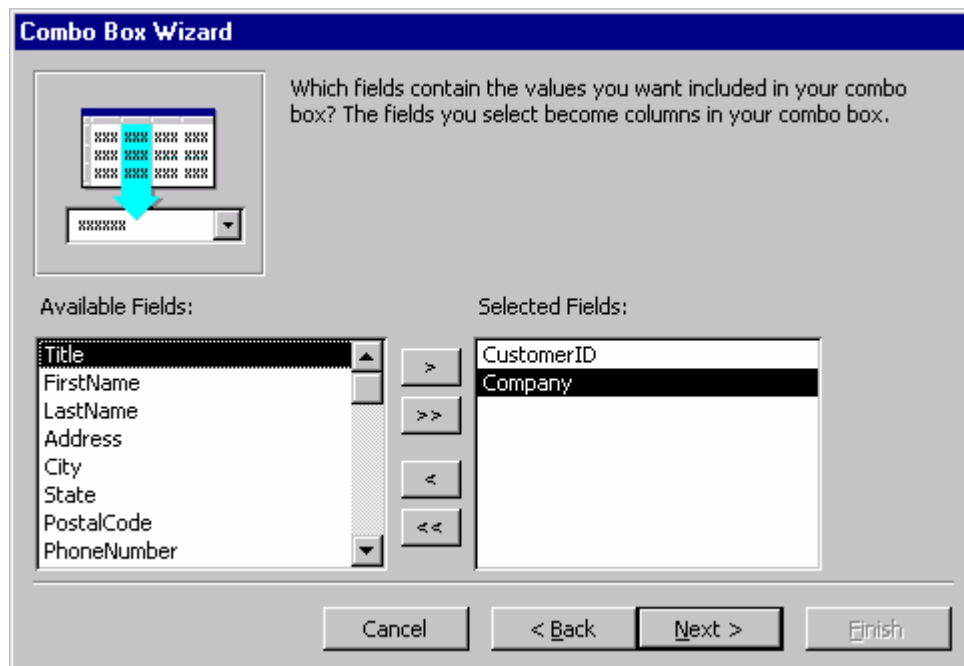

Figure 3: Combo Box Wizard step 3

4. Adjust the width of the columns to the appropriate size – Follow the directions in the window.
    If you don't want the "CustomerId" field to be visible (i.e. only want the Company Name), check the *Hide Key column*
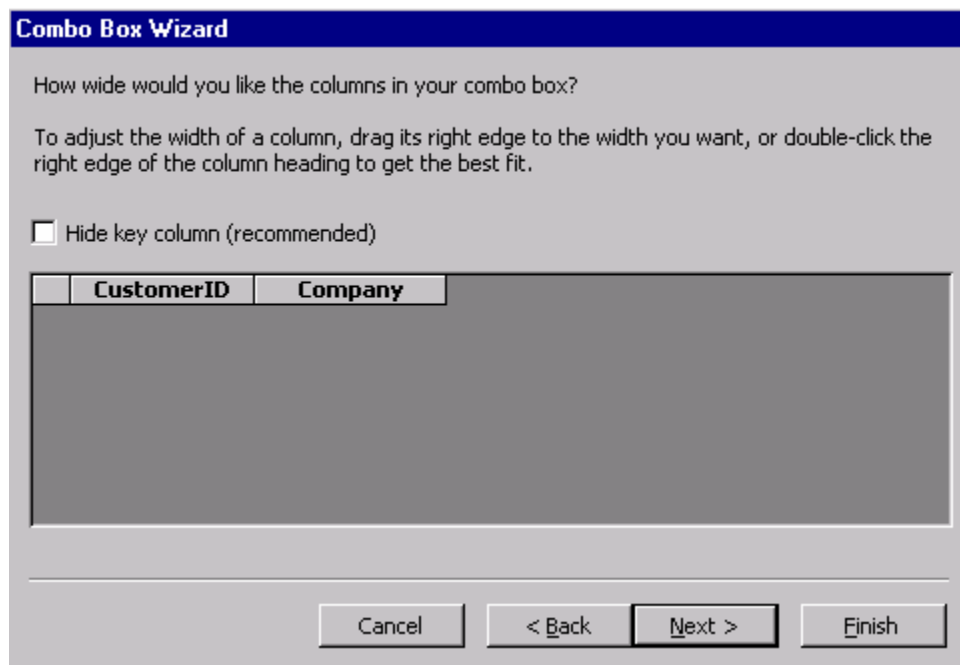
Figure 4: Combo Box Wizard step 4

5. Which one of the fields do you want to store? In this case, we want to store the "CustomerID".
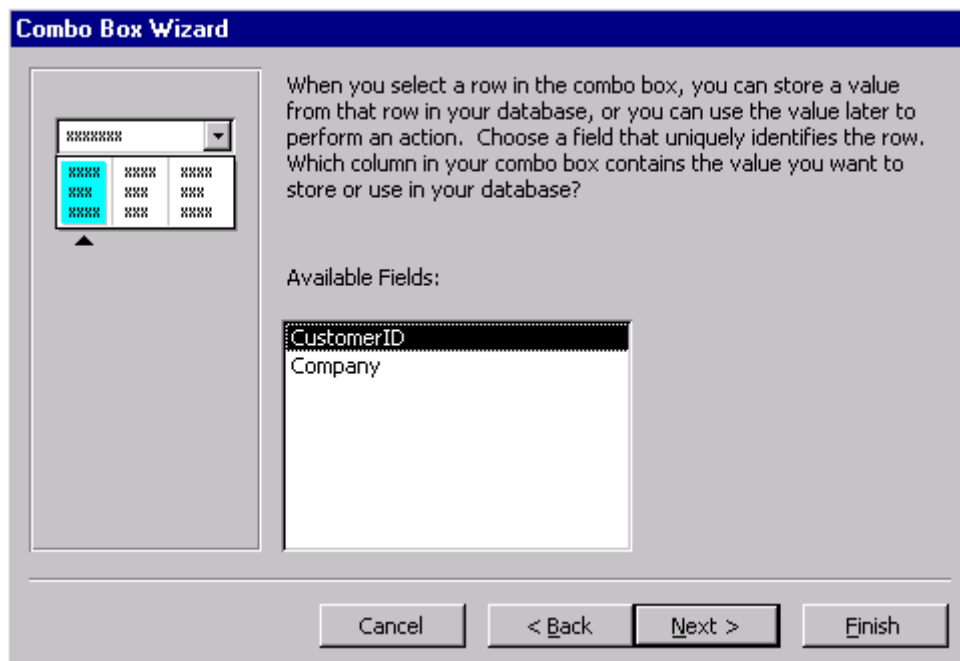
Figure 5: Combo Box Wizard step 5

6.   Where do you want to store the information? We want to store it in the **Order** Table in the "CustomerID" field.
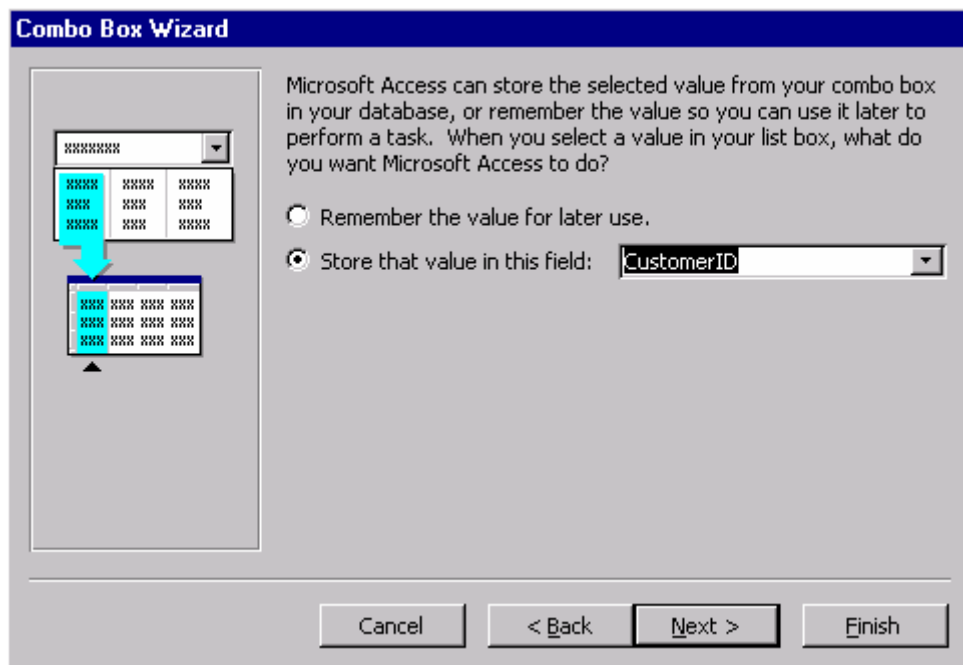

Figure 6: Combo Box Wizard step 6

7.   Label your combo box as CustomerID, and press Finish

Practice Exercise:Create Combo Box for ProductID

1.   Go into the Sub Form
2.   Follow the same procedures as above
3.   At the very end, you have to rearrange your fields as follows:
   - Select View/Datasheet Mode or click
   - Select the column with the ProductNo and move it to the first column

Description:	QtyOrder:	QtyShip:	SellingPrice:	Subtotal:	ProductNo:
	21	21	$0.00	0	1003
	12	10	$0.00	0	1064
	3	2	$0.00	0	1065

ProductNo:	Description:	QtyOrder:	QtyShip:	SellingPrice:	Subtotal:
1003		21	21	$0.00	0
1064		12	10	$0.00	0
1065		3	2	$0.00	0