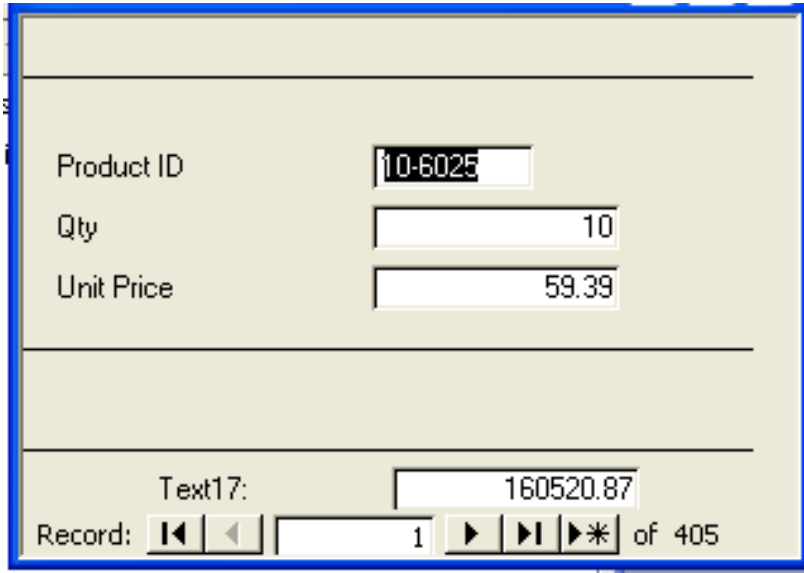


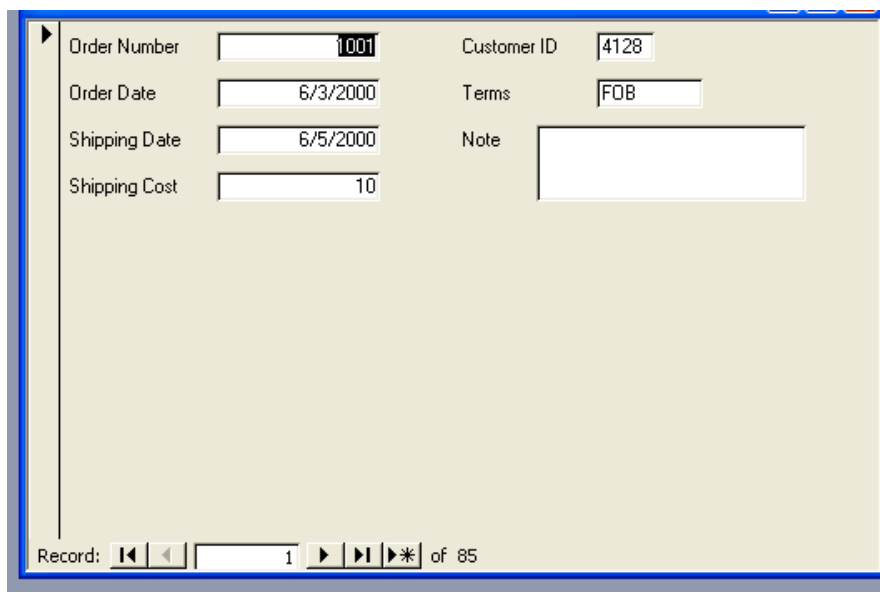
## Create a Calculation Field in a Subform

1. Open "Forms Example" database.
2. View the relationship between the Items and Orders table.
3. Create a form called frmMyDetails which pulls data from the Order Items table.
4. Insert fields ProductID, Quantity, and Unit price.
5. Create a calculated text box summing up the total values. Place the following in the properties control source field  $=[Quantity]*[Unit Price]$



A screenshot of a Microsoft Access subform. The form has a light beige background and a blue border. It contains three data entry fields: "Product ID" with the value "10-6025", "Qty" with the value "10", and "Unit Price" with the value "59.39". Below these fields is a calculated text box labeled "Text17:" containing the value "160520.87". At the bottom of the form, there is a record navigation bar showing "Record: 1 of 405" with navigation buttons for first, previous, next, and last records.

6. Create a new form named frmOrders pulling the following fields from the Orders Table.



A screenshot of a Microsoft Access form named "frmOrders". The form has a light beige background and a blue border. It contains several data entry fields: "Order Number" (1001), "Customer ID" (4128), "Order Date" (6/3/2000), "Terms" (FOB), "Shipping Date" (6/5/2000), "Shipping Cost" (10), and a "Note" field which is currently empty. At the bottom of the form, there is a record navigation bar showing "Record: 1 of 85" with navigation buttons for first, previous, next, and last records.

7. Insert the frmMyDetails form as a subform in the frmOrders form.

The screenshot shows the 'frmOrders' form with the following fields:

- Order Number: 1001
- Customer ID: 4128
- Order Date: 6/3/2000
- Terms: FOB
- Shipping Date: 6/5/2000
- Note: (empty text box)
- Shipping Cost: 10

The 'Order Items' subform contains:

- Product ID: 10-6025
- Qty: 10
- Unit Price: 59.39
- Text17: 798.75

Record navigation: Record: 1 of 2 (subform) and Record: 1 of 85 (main form).

8. Verify that the total field is calculating the sum of the related order number record.

## Part 2

9. Change the properties of the subform to a datasheet layout. Right Click on the corner properties of the subform → "ALL" tab → "Default View" → Datasheet".

Product ID	Qty	Unit Price
10-6025	10	59.39
13-6655	5	40.97
10-4430	5	62.25
12-8390	3	1.64
13-9672	7	42.87
14-8417	3	17.74
11-8994	6	12.46
12-3167	3	2.63
12-8478	8	7.35

Record: 1 of 405