

Student Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

## INDEPENDENT PRACTICE: ADD SUBFORMS

**Directions:** In this activity, **you will work independently** to add a subform. The subform will be the result of a query created from the two tables you will create below.

1. Create a new database and name it **Hair**
2. Create a table and enter the records below. Save the table as **Prices** and set the ID field as the primary key.

ID	Prices	Product
3	\$14.75	Blush
5	\$5.95	Eye shadow
2	\$6.79	Eyeliner
4	\$2.99	Lip gloss
1	\$2.99	Mascara

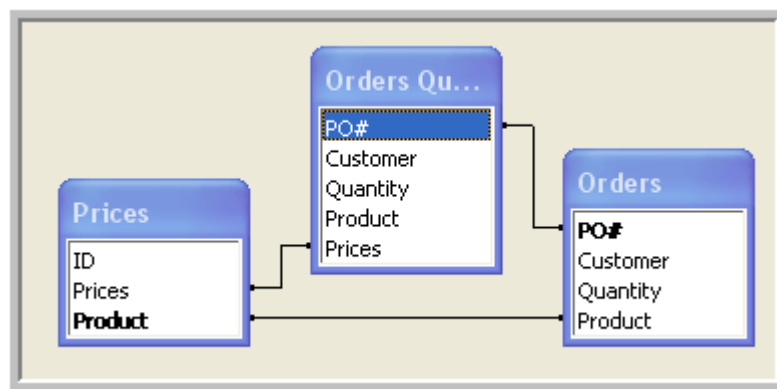
3. Create another table and enter the records below.
  - a. Save the table as **Orders**.
  - b. Use the PO# field as the primary key and use AutoNumber.
  - c. Use the lookup property to retrieve the products from the Prices table and enter them in the Product field.

PO#	Customer	Quantity	Product
1	Heavy Rollers	3	Eyeliner
2	Mop and Grow	3	Blush
3	Hair House	2	Eyeliner
4	Weave and Roll	4	Blush
5	Curl Up and Dye	1	Mascara
6	Curl Up and Dye	3	Blush
7	Weave and Roll	1	Lip gloss
8	Heavy Rollers	6	Eye shadow
9	Hair House	9	Lip gloss

**Notes:**

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4. Create a **query** named **Orders** and include the following fields:
  - a. Orders table:
    - i. PO #
    - ii. Customer
    - iii. Quantity
    - iv. Product
  - b. Prices table: Include only the Prices field
5. Establish the relationships indicated in the graphic below:



6. Create a main form from the Orders table that includes only the Customer field.
7. Create a subform using the Orders query that includes all fields.
  - a. Adjust the size of the subform to fit attractively within the main form.
  - b. Set the view property to continuous forms.
8. Describe the process used to complete this activity.
  
9. Save and submit your work according to teacher directions.