# KING FAHD UNIVERSITY OF PETROLEUM & MINERALS ACCT & MIS Department

MIS105 – Introduction to Computer Applications

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### Lab Practice – Week#14

# 1. Use of SubForm Control to represent one-to-many relationships

- A subform is used to show data from two tables simultaneously on one form.
- The two tables must have a relationship defined between them.
- The subform is showing only those records which are related with the current record of the main table.

#### Hands On: 1

By making use of the subform control, add the grade details of students on the same form.

# Steps:

- 1. Create a form to show all grade records and named it as GradeForm.
- 2. Create a form for showing student records, named it as StudentInformationForm.
- 3. Drag the form named GradeForm from database window to the main form, StudentInformationForm.
- 4. A subform control will automatically be created to be used.
- 5. Select a the child field and master field names in order to link the records properly [Access will do this linkage automatically in case of a dragging activity].

## **Shortcut Method**

- 1. Create a one-to-many relationship between the relevant tables.
- 2. In the table tab, click on the main table (parent table) and click 'Autoform' feature
- 3. A form having both main table and child table records will be created automatically.

# 2. Use of Automated Code Generation Feature in Microsoft Access

# What is automated code generation?

- 1. Microsoft Access allows the developers to choose for automatically written VBA code for different object event procedures.
- 2. The code generation wizard will automatically starts after the object is selected and pasted on a form.
- 3. Below given example is elaborating ion code option selection for Command Button object.
  - a. Categories: Specify the area in which code is required.
  - b. Actions: Specify the available codes on different actions of the selected category.



### Hands On: 2

By making use of the automated code generation feature, select code for navigation buttons on Students screen (remove the navigationControl provided with the form).

### Hands On: 3

Create a combo box to locate a record. The VBA code required for the box should be generated automatically using Microsoft Access automated code generation (exercise details on page#373).

# 3. Using VBA for critical programming tasks

## Facilitating Data Entry (creating data entry shortcuts for the users)

- Data entry can be made simpler using default data entry for certain fields on the Form.
- Shortcuts can be used to populate at once some fields which always appear in form of a set.
- A KeyDown event procedure can implement keyboard shortcuts

#### Hands On: 4

Create keyboard shortcuts to facilitate data entry for students form. (exercise details on page#383).