

**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS**  
**ACCT & MIS Department**  
*MIS105 – Introduction to Computer Applications*

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**1. Use of SubForm Control For Having data entry in multiple tables from a single form**

- 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 sub form 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].

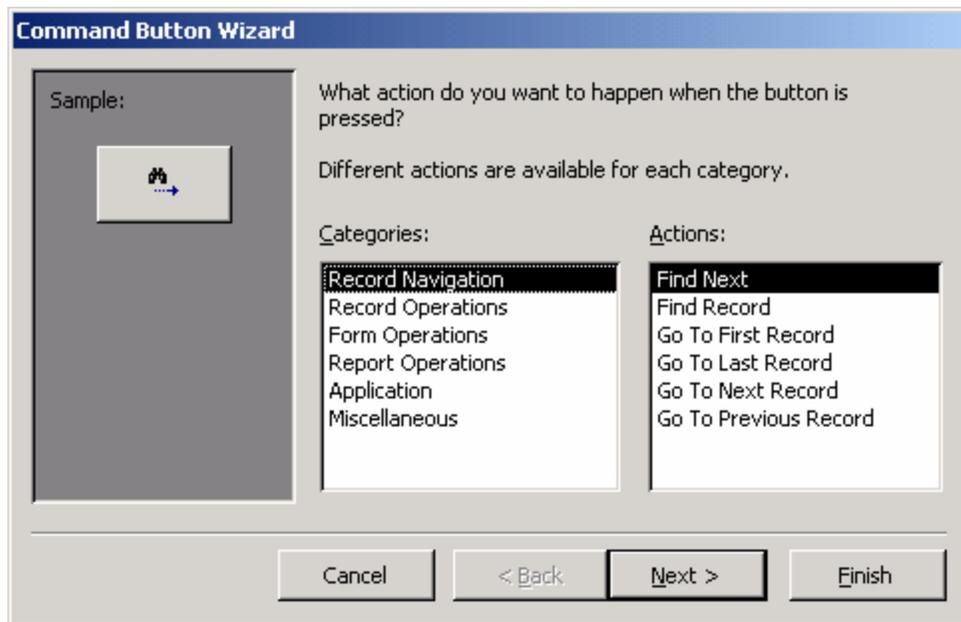
**Shortcut Method**

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).