

Figure 6-55 AppTrail database custom form design

The screenshot shows an Access form titled "Hikers and Reservations" with a "Hiker ID" combo box set to 527. The form contains several text boxes for Hiker details: Hiker ID (527), Hiker First Name (Mark), Hiker Last Name (Billings), Address (43 Oak Ln), City (Cashiers), State (NC), Zip (28717), and Phone (828-829-9842). Below these is a subform titled "frmHikersWithReservationsSubform" containing a table with columns: Reservation ID, Tour ID, Tour Date, and People. The table has three rows of data:

Reservation ID	Tour ID	Tour Date	People
3045	105	10/07/2017	1
3050	125	09/30/2017	1
3105	150	08/19/2017	3

Below the subform is a calculated control labeled "Total People" with a value of 5. A green callout box points to a line below the title and the Hiker ID combo box. Another green callout box points to a rectangle around the "Total People" control.

- Add the title Hikers and Reservations in the Form Header section, and apply bold formatting.
  - Add the fields from the tblHiker table. Size the associated labels so that they're all the same length. Size the field value boxes in variable lengths to fit a reasonable amount of data, as shown in Figure 6-55.
  - Make sure the form's Record Source property is set to tblHiker, and then add a combo box in the Form Header section to find HikerID field values.
  - Add a subform based on the tblReservation table, name the subform **frmHikersWithReservationsSubform**, delete the subform label, resize the columns in the subform to their best fit, and then resize and position the subform.
  - Add a calculated control that displays the total of the People field displayed in the subform. Set the calculated control's Tab Stop property to No, and set the calculated control's Border Style property to Transparent.
  - Add a line in the Form Header section, and add a rectangle around the calculated control and its label, setting the line thickness of both controls to 3 pt. Set the rectangle color to Black (row 1, column 2 in the Standard Colors section) using the Shape Outline button in the Control Formatting group on the Form Design Tools Format tab.
  - Apply the black font color for all controls, including the controls in the subform.
  - Apply the Green 1 fill color (row 2, column 7 in the Standard Colors palette) for the sections and the calculated control.
  - Use the Shadowed special effect for the labels in the Detail section, except for the calculated control label, and the Form Header section, except for the title.
  - Make sure the tab order is top-to-bottom and left-to-right for the main form field value boxes.
8. Make a backup copy of the database, compact and repair the database, and then close the database.