

## Lookup Wizard

The **Final Sales Merchandise** table in the **Gaither Addresses** database will be used for this lesson. This is the table that was created using the **Create a Table in Design View** lesson.

The Lookup Wizard is used to specify the acceptable entries for a field. When the field is accessed in the database, only the entries in the list can be input into the field. This helps workers who are not familiar with the database table to enter the proper information.

- † Click the **Data Type** list for the **Category** field.
- † Select **Lookup Wizard** from the list.
- † The **first step** in the **Lookup Wizard** will display (see illustration below left).

Lookup Wizard

This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

I want the lookup field to get the values from another table or query.

I will type in the values that I want.

Cancel < Back Next > Finish

- † Click the option button for **I will type in the values that I want**.
- † Click the **Next** button to move to the next step in the **Wizard**.

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

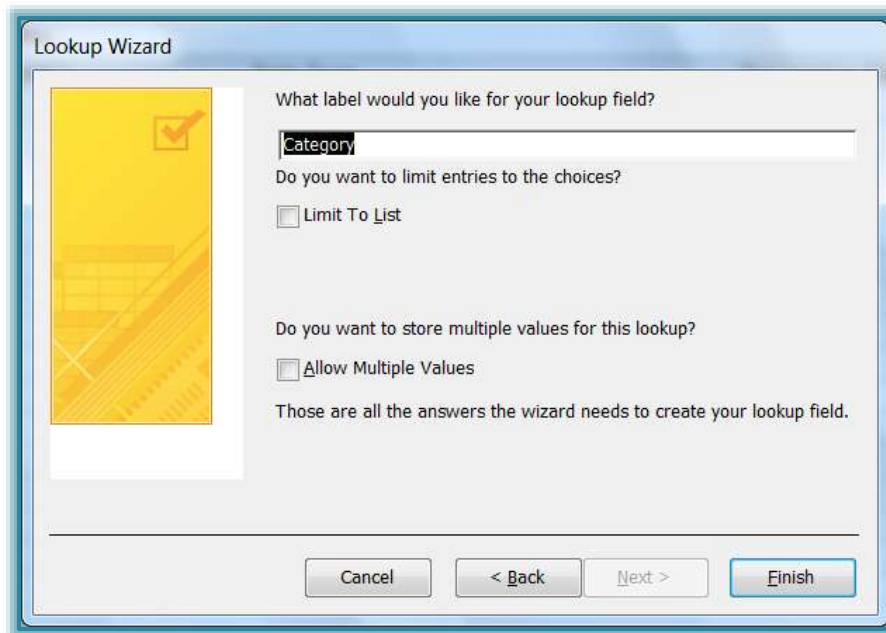
To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns: 1

Col1
Video
CD
Book
Book/CD
Video/CD
*

Cancel < Back Next > Finish

- † In this step, make sure the **number 1 (one)** appears in the **Number of Columns** box.
- † In the **Col1** box, input **Video** for the first entry.
- † Press the **Tab** key and input **CD**.
- † Continue this process to input **Book**, **Book/CD**, and **Video/CD**.
- † Click **Next** to move to the last step in the **Wizard**.



- † In this last step, accept **Category** as the label for the field.
- † Click the **Finish** button.