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).

- 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.
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.