

Access 
MICROSOFT OFFICE

Intermediate Access



P.O. Box 275
590 Newark Granville Rd.
Granville, OH 43023
PH: 740.587.3827
FX: 740.587.0505
www.intinfo.com



Plan: Build A Lookup Field

Like the state lookup discussed earlier, there are many common uses for lookup fields. Because most databases include address data in some form, most databases already use or could benefit from a state lookup. Another common lookup application is to assign titles like “Mr.,” “Dr.,” “Miss” or “Mrs.” to people’s names.



	Salutation	FirstName	LastName
	Dr.	Frank	Enstein
	Rev.	D.	Engine
	▼	Albert	Collins
*	Master of the Stratocaster		
	Miss		
	Mrs.		
	Ms.		
	Mr.		
	Dr.		
	Rev.		

Notes:

Of course, many lookup fields are unique to the particular purpose of the database in which they’re used. For example, you might design a database in which an employee’s cost center needed to be listed for each record. The cost center could be assigned using a lookup field. When entering time-keeping records, each record must be assigned to an employee: a lookup showing employee names would be useful in selecting an employee number for each time record.

Employee Nr	Date	Start Time
▼		
1110	Curatti	Art
1260	Michelson	Trixie
1328	Wolfe	Rose
1330	McPeek	Matt
1700	Kennedy	Daren
2020	Wilhelm	Kevin
2072	Franchello	James
2230	Williamson	Chris

Making the “Employee Nr” field a lookup, tying it to the “Employee Master” table, ensures that time is always assigned to a valid employee number—it would be impossible to mis-key a number and assign time to the wrong person. This is a good example of how a lookup can be used to protect data.

Notes:

In the Step-By-Step exercise, you'll create a lookup field that makes it easy to assign an associate to one of the 11 departments in the company. The lookup makes it easy for a user to assign a department without typing the entire department name—this is a significant convenience when you realize that some of the department names are quite long.



In addition, the lookup field will prevent conflicts and inconsistencies in the way the department names appear. This will ensure that the records can be queried properly.

Last Name	First Name	Address	City	State	Zip	DeptID
Curatti	Art	2650 Hayden Run Road	Newark	Ohio	43055	Small Business Admin
Michelson	Trixie	126 Sunset Drive	Granville	Ohio	43023	SBA
Wolfe	Rose	13287 State Route 37	Findlay	Ohio	45840	Food Service
McPeek	Matt	133 South Prospect Street	Granville	Ohio	43023	Food Svc
Kennedy	Daren	17 Pine Tree Drive	Granville	Ohio	43023	Food Services

Without a lookup field, users are left on their own to type the department name manually. This can lead to spelling errors and the use of inconsistent or non-standard abbreviations that make it difficult to query and filter the data.

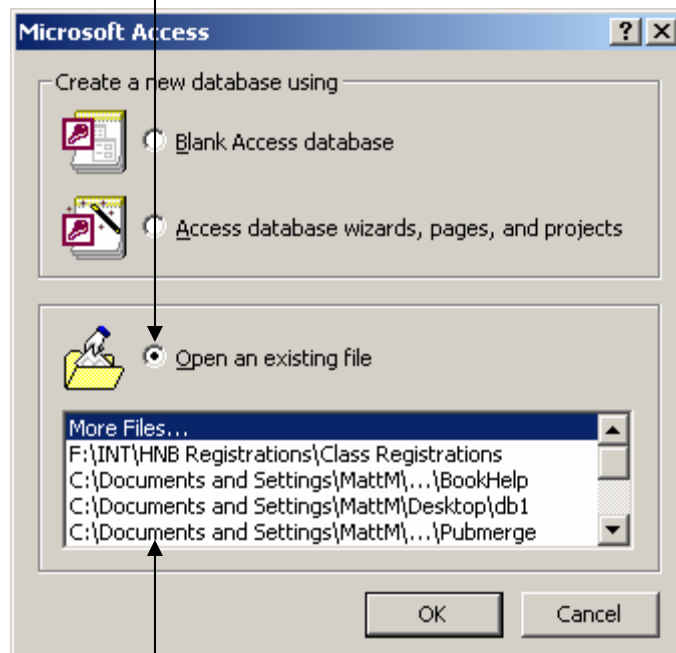
Build: Build A Lookup Field


GOAL:

Convert an existing field into a lookup field that allows users to easily assign employees to the correct department.





1. Start Microsoft Access.
2. When prompted, select Open an existing file .

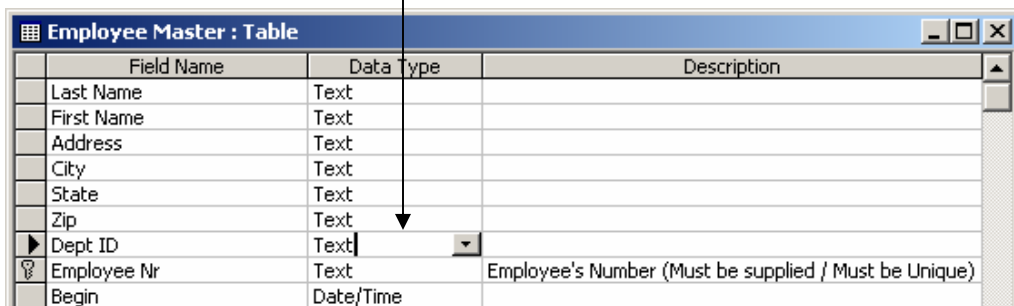


3. Make sure "More Files..." is selected.
4. Click .
5. On the left side of the dialog box, click the  button.
6. Double-click the "Inter Access File" folder to open it.

Notes:

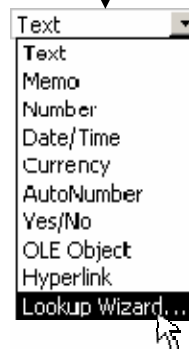
Notes:

7. Double-click the database called “Lookups - 1 Build.mdb” to open it.
8. On the left side of the database window, click the  button.
9. Click the “Employee Master” table to select it.
10. Now click the  button near the top left of the database window.
11. At the top of the design grid, on the line for the “Dept ID” field, click beside the field’s data definition.

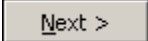


Field Name	Data Type	Description
Last Name	Text	
First Name	Text	
Address	Text	
City	Text	
State	Text	
Zip	Text	
Dept ID	Text	
Employee Nr	Text	Employee's Number (Must be supplied / Must be Unique)
Begin	Date/Time	

12. Click the drop-arrow to reveal the list of data types and select “Lookup Wizard...”.



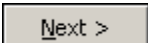

13. Make sure I want the lookup column to look up the values in a table or query, is selected.

14. Click  at the bottom of the dialog box.



If you choose **I will type in the values that I want.**, you can create a list of entries by hand. When the lookup field is complete, the entries you supplied are used as the items in the list.

While this seems convenient if you don't already have a table of entries, it leads to inflexibility. Typing the entries by hand does not create a table in which those entries appear; instead, they are "hard-wired" into the field itself. This makes it much more labor-intensive and difficult to add, remove or change entries in the drop-list. Supplying the drop-list entries in a separate table is far easier and is almost always the best method to use. The only time a hard-wired list works well is when the list is composed of a reasonably small number of items that rarely or never change.

15. Select "Department" as the table that holds the entries you want to use in the drop-list.
16. Click  again.
17. Click the  button to add both fields from the "Department" table to the drop-list.



Adding multiple fields to the lookup displays the contents of those fields in the drop-down list. For example, a list of branch locations might have two cities with the same name. By including both the city and state in the lookup field, the user can tell which is the proper choice.

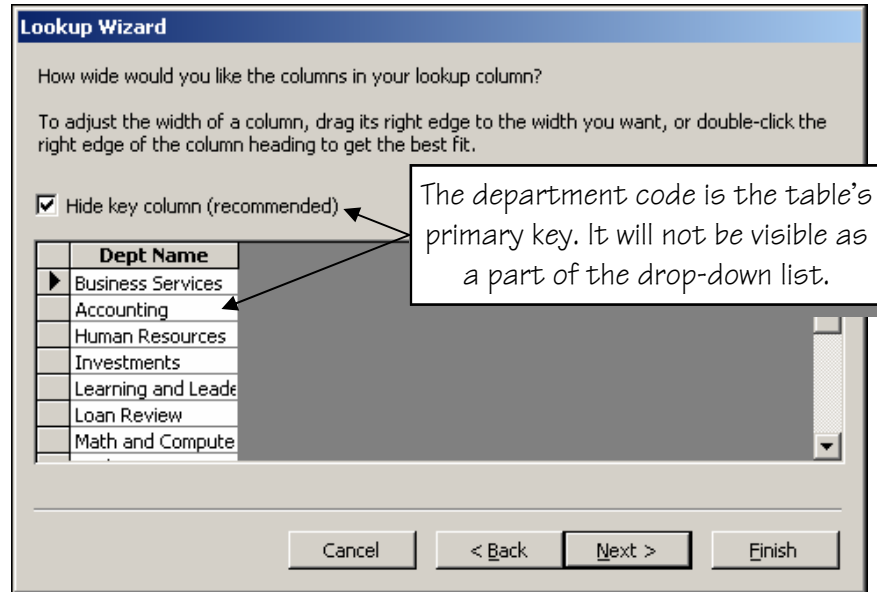
Branch Location	
Canton	Ohio
Columbus	Georgia
Columbus	Ohio
Croton	Ohio

Notes:

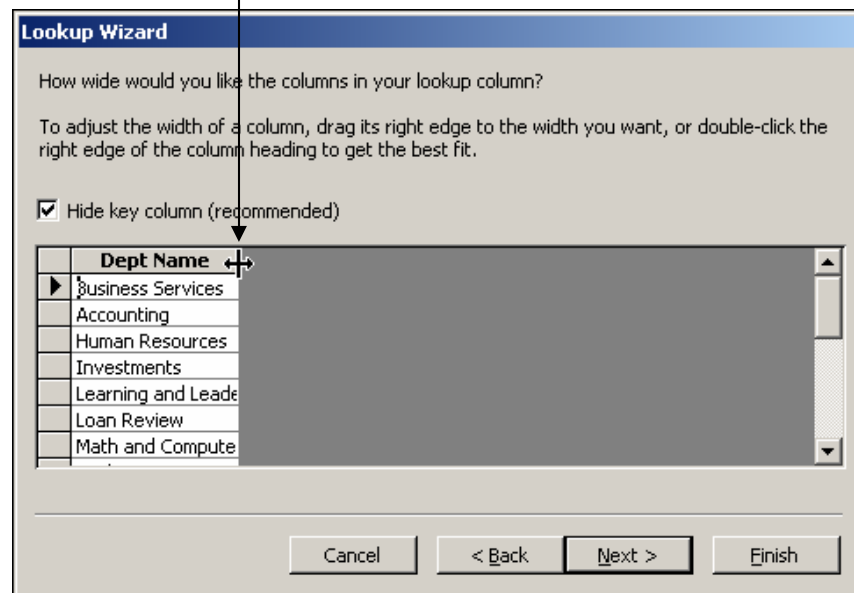
Notes:

18. Click .

19. Make sure Hide key column (recommended) is selected.



20. Point to the right edge of the gray bar that says "Dept Name" - the mouse pointer will turn into a double-headed arrow (\leftrightarrow).



21. Double-click to make the drop-down list wide enough to show all the entries.

22. Click again.

23. In the space provided, type “Department Name” as the field’s caption.



Remember, this is the field’s caption—the “name” the user sees as they work with the table. It is not the field’s actual name.

24. Click to complete the drop-down list.

25. When you are prompted to save the table, select .



Creating a lookup requires Access to establish a relationship between the two tables. The Lookup Wizard creates the relationship automatically based on the choices you made. This requires that the table be saved.

26. Go to the File menu and choose “Close” to close the “Employee Master” table.

Notes:

Reminders: Build A Lookup Field



- You can create a lookup field by hand, without the help of the wizard. The Lookup Wizard uses the answers to its questions to set various field properties for you, the end result being a lookup list. If you set the properties by hand, you can create the same end result.

Notes:

Field Name	Data Type	Description
Dept ID	Text	
Employee Nr	Text	Employee's Nu

Field Properties	
General	Lookup
Display Control	Combo Box
Row Source Type	Table/Query
Row Source	SELECT [Department].[Dept ID],
Bound Column	1
Column Count	2
Column Heads	No
Column Widths	0";1"
List Rows	8
List Width	1"
Limit To List	Yes

The properties on the **Lookup** tab control the content and appearance of the lookup list.