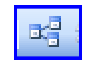
CREATING A LOOKUP LIST TO RESTRICT DATA ENTRY

For this exercise, you will be using the **Access Training (Chamber)** database.

This type of field is used to limit the type of data that can be entered into a field. The user is provided with a list of acceptable items that may be used in the field. To create this list, complete the following steps:

- Click the **Tables** object button, if necessary.
- Click the **Relationships** button to open the **Relationships** window (see illustration at right).



- Remove the relationship for **Client ID** between the **Invoices** table and the **Clients** table. To do this:
    - Click the line that appears between the two tables.
    - Press the **Delete** key on the keyboard.
- Close the **Relationships** window, saving the changes when you do.
- Open the **Invoices** table in **Design View**.
- Click the **Field Type** list for the bottom **Client ID** field.
- Choose **Lookup Wizard** from the list of field names.
- The **Lookup Wizard** will be displayed.
- Click the option button for; **I will type the values that I want**.
- Click **Next** to move to the second step in the wizard.
- In the **Number of Columns** box, input the number **2**.
- Input the following information:
    - Col 1 = **1**, **2**, **3**
    - Col 2 = **Client Only**, **Agent Only**, **Both**
- Click **Next** to move to the third step in the wizard.
- In this box, read the information at the top of the box and then make sure that **Col1** is selected. This is the information that will appear in the table field.
- Click **Next** to move to the last step in the wizard.
- In the **Name** box, input **Client ID**.
- Click the **Finish** button.
- Close the table, saving the changes.