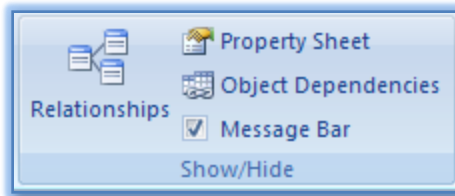


## CREATING A LOOKUP LIST TO RESTRICT DATA ENTRY

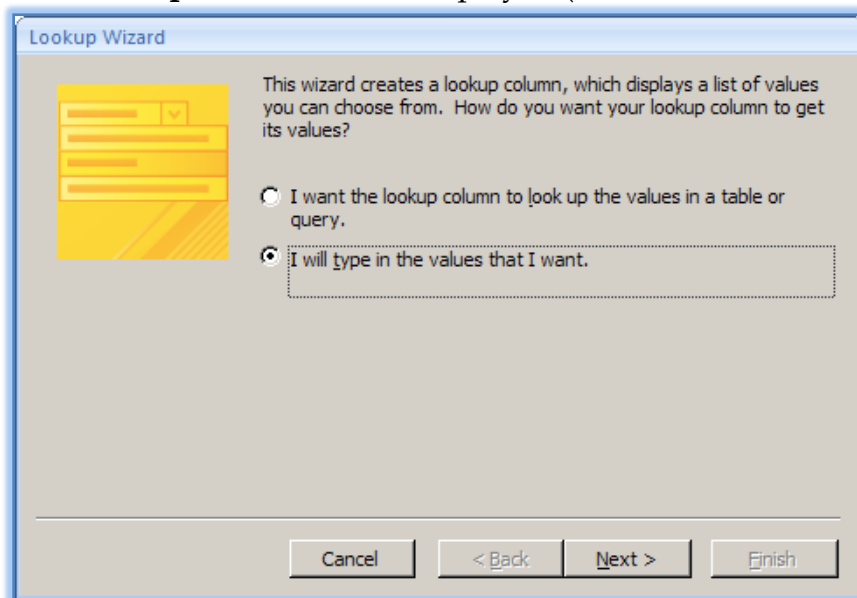
For this exercise, you will be using the **Access Training** database.

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 **Database Tools Tab**.
- ❖ In the **Show/Hide Group**, click the **Relationships** button to open the **Relationships** window (see illustration below).



- ❖ Remove the relationship for **Client ID** between the **Invoices** table and the **Clients** table, if necessary. 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 first step in the **Lookup Wizard** will be displayed (see illustration below).



- ❖ Click the option button for; **I will type the values that I want**.
- ❖ Click **Next** to move to the second step in the wizard (see illustration on next page top left).
- ❖ 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 (see illustration on next page middle right).

- ❖ 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 (see illustration bottom right).
- ❖ In the **Name** box, input **Client ID**.
- ❖ Click the **Finish** button.
- ❖ Close the table, saving the changes.

