Lecture four

THE LOOKUP WIZARD

By

Hadeel.M.Saleh

THE LOOKUP WIZARD

The Lookup Wizard creates what's called a lookup column. The lookup column lets you see the contents of a linked table so that you can pull info in directly from that table, rather than having to type it out each time. Not only does this simplify data entry, it also cuts down on typos and inconsistencies in how data is entered.

Let's say you've created a Supplier table with a Supplier Name field. Next, you create an Inventory table with a Supplier Name field in it. When you click on the Supplier Name field in your Inventory Table, a **combo box** containing a drop-down list of all the supplier names from the Suppliers table appears for you to choose from. Click on your choice and the name appears in the field in the Inventory table.

NOTE: Should you later add names to the Supplier Name field in the Supplier table, those names will then automatically appear the next time you click on the combo box for that field in the Inventory Table.

To use the Lookup wizard,
Choose **Lookup Wizard...** from the **Data Type** list in **Design view**.
Choose I want the Lookup column to choose the values in a table or query.
Select the table you want to use as your source table to link from and click Next.
Click on the field you want to link to your table and then press > to move it into the **Selected Fields** window and press Next.
To sort the listings, click on the down arrow by the first **Sort Order** window and click on your field.

To sort in Ascending order, click Next. To sort in Descending order, click on the **Ascending** button next to the window—this changes it to **Descending**—and click Next.
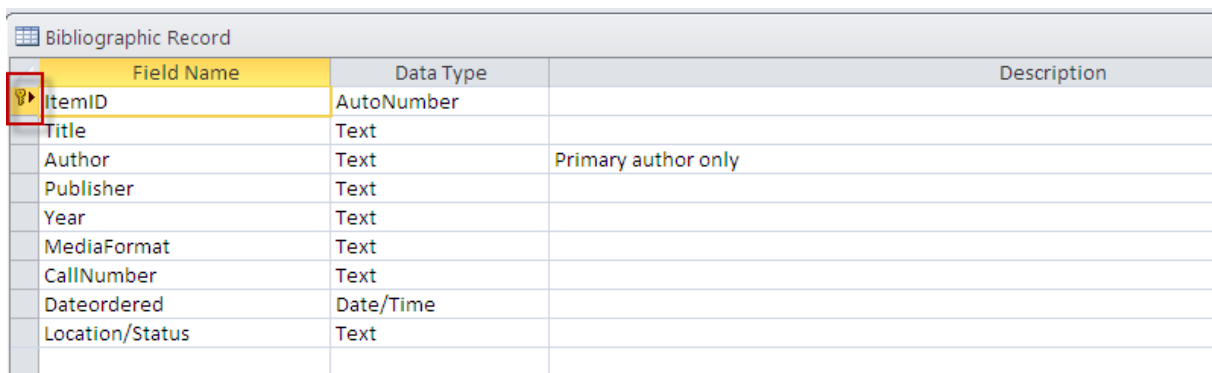
Click Next again and then click **Finish**.

Press **Yes** when prompted to save your table.
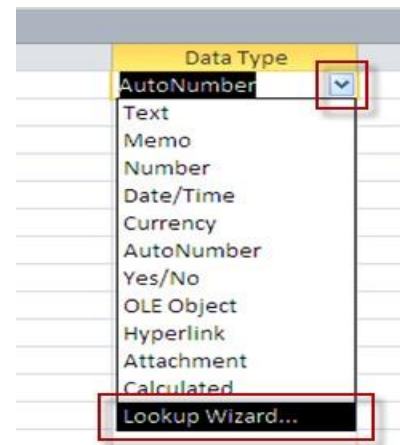
PRIMARY KEYS

A **primary key** is used to establish links between tables that allow you to combine and retrieve data from them. It is a field (or multiple fields) that uniquely identifies each record in your table. A SSN field, for instance, could be used as a primary key field in an employee database, since no two people have the same one. A primary key is all but essential for your database to operate efficiently.

If the primary key field in a table cannot guarantee all unique entries (Last Name field, for instance, in an employee table that lacks an SSN or GWid field), you may set up an **Auto Number** ID field. Each entry is assigned its own number (1, 2, 3 and so on). The numbers are meaningless in and of themselves; they simply serve to provide each record with a unique identifier. This minimizes the risk that the wrong record will be pulled into another table by accident. If employee last name were designated as the primary key, for example, there could be two or more people who share the same last name. And the database operator wouldn't clearly know which record is the one to select.

Field Name	Data Type	Description
ItemID	AutoNumber	
Title	Text	
Author	Text	Primary author only
Publisher	Text	
Year	Text	
MediaFormat	Text	
CallNumber	Text	
Dateordered	Date/Time	
Location/Status	Text	

To assign a Primary Key:
When you create a brand new database, Access creates a blank table for you automatically, and they have generated an Auto ID field and assigned it as a primary key.
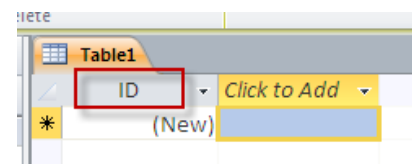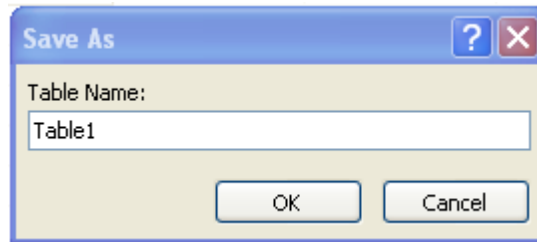
If you want to rename that field as something else and make it the primary key,

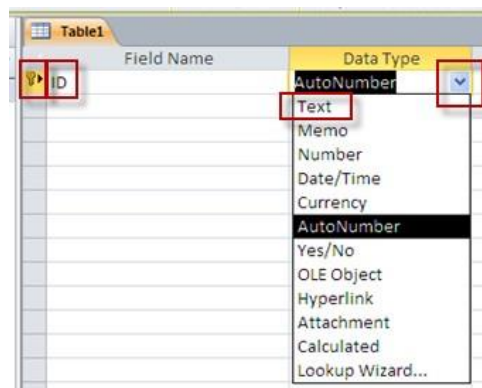- Click the **Design View** icon.

You'll be prompted to save the table, if you haven't already.

- Assign it a name and press OK.

- Rename the ID field by clicking in it and typing over the existing
  text.
- Click on the down arrow beneath the **Data Type** column header and
  choose the data type
 you are using for this field (usually **Text**).

Any subsequent tables you create using **Table Design** will not have a primary key field automatically created, and you can create your own, without needing to overwrite anything.
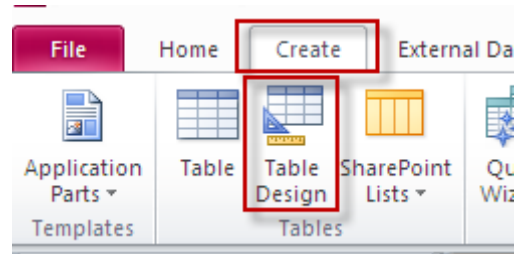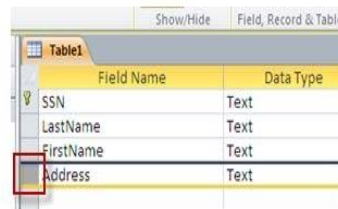
Designating a Primary Key field:

- Create the field name and then, with that field selected (cursor is blinking in it), click on the **Primary Key** button on the ribbon in the **Tools** group.
- The primary key icon will appear next to your field name.
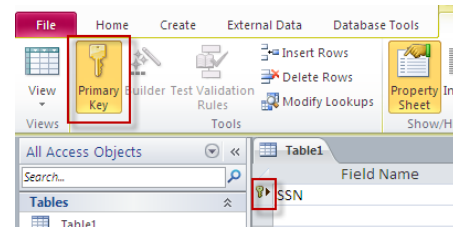
NOTE: The primary key should be the top field on the list. To change a row's position,
- Click once inside the light blue cell to the left of that row.
- Click again in the cell and hold down the left mouse button.
- Drag the row to its new location and release the mouse button.

NOTE: To remove a primary key from a field, click anywhere inside the field name and click on the primary key icon from the **Tools** group under the **Design** tab. To designate a different field name, click inside that field name and click on the primary key icon.

Field Properties in the Design view screen

Field properties allow you to control even further how data is entered in the fields of your table. If, for instance, you've set a data type to Date/Time, you can dictate in Field Properties exactly how a date should be typed. For example, you may want all years to be typed out completely rather than entered using only the last two digits (2006, rather than 06).

Here are some of the more commonly used Field Properties:

Field property	Use
Field size	Limits how many characters/numbers you can type in an entry.
Format	Sets a consistent pattern for how various types of data display. For instance, regardless of how a date is entered—with hyphens or slashes—it will appear uniformly as one way or the other. Pre-defined formats are not available for text fields.
Input mask	Establishes a pattern for how non-calculated numbers—phone numbers, zip codes, SSNs, etc.—or dates/times are to be entered. For instance, you may choose a pattern in which the entry of years must include all four numbers (2008), rather than just the last two (08). Data entered incorrectly will be rejected.
Caption	The label for a field, used in place of the field name, where desired. Since field names are usually typed without spaces, you might choose to type the caption **Phone Number** to appear as a label in tables, forms, reports, etc., rather than the field name **PhoneNumber**.
Required	Designate whether data entry is required or not in a particular field

Indexed	Marks the data in selected fields for faster sorting and searching. If you index a Last Name field, it will be quicker in a large database to search out that name from amongst all the records.

NOTE: Field properties may display down arrows with drop-down menu lists, or, in the case of input masks, you'll be prompted to click on the **Build** button to the right of the window.