

# Guided Tour: Lookup Wizard List of Values

(estimated time: 20 minutes)

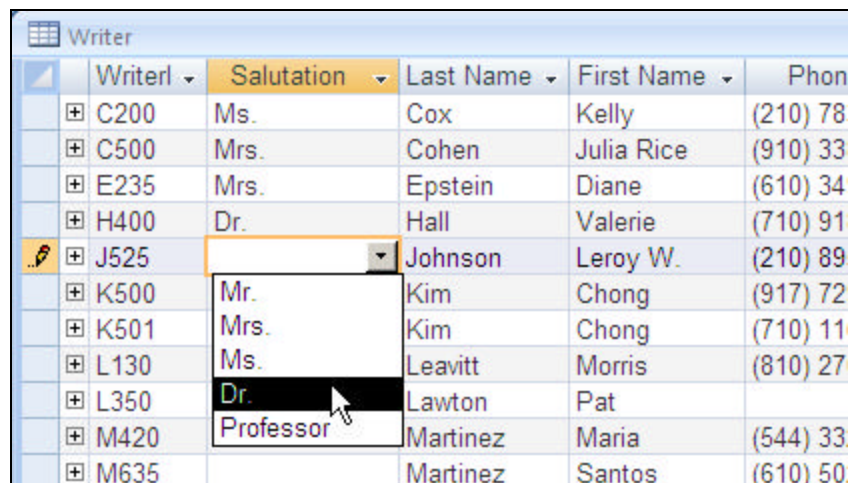
## Background

You've already seen how *Lookup Wizard* changes field properties so the value of a *foreign key* can be selected from a combo box. The combo box is built so that, behind the scenes, *Access* selects the primary key values and one or more descriptive fields from the related table and presents them as the rows of the combo box. The end result is that the user sees meaningful descriptions to select from and, once a selection is made, *Access* stores the value of the selected row's *primary key* in the current record's *foreign key* field. You also saw that changing its column width to 0" *hides* the primary key's column in the combo box.

*Lookup Wizard* can implement this *select-from-meaningful-descriptions-but-store-a-code* approach in a second way. Rather than going into *another* table to select codes and descriptions, you can define a local list of codes and descriptions that are stored in as part of the field's definition. This guided tour shows how to develop such a *list of values* and discusses the merits of doing so. It uses the *Writer* table in your *issue25.accdb* database.


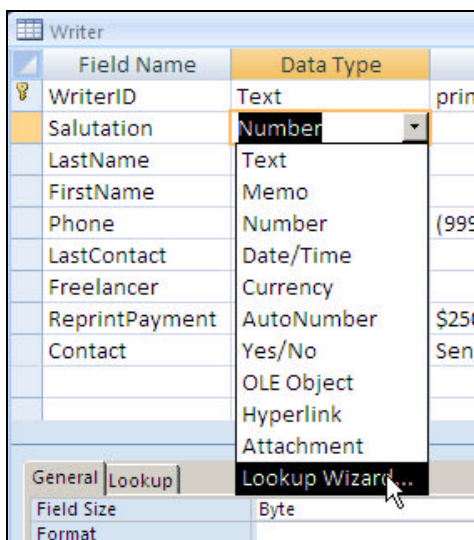
## Specifics

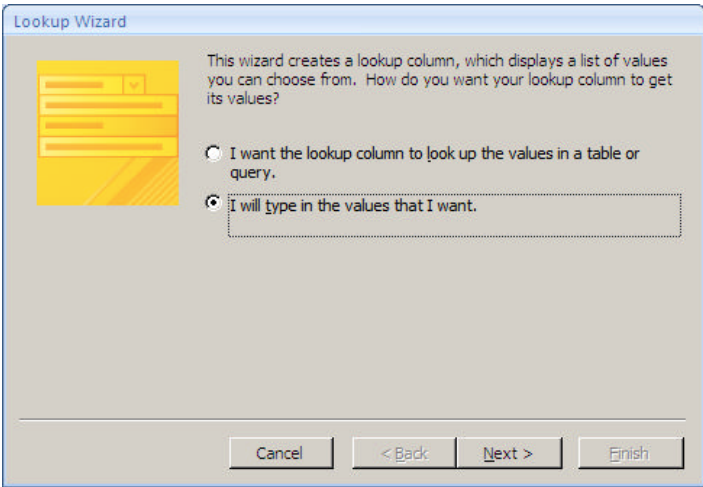
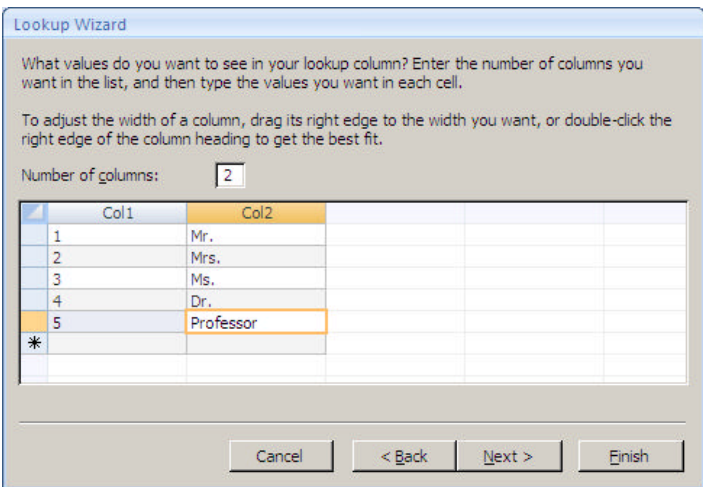
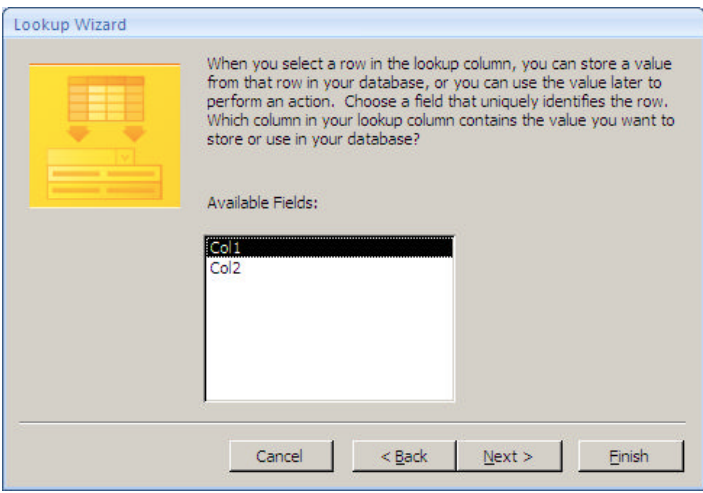
The end result of using *Lookup Wizard* to develop a *list of values* is illustrated below. The user is presented with a *combo box* that allows them to select a *Salutation* from a predefined list of values.



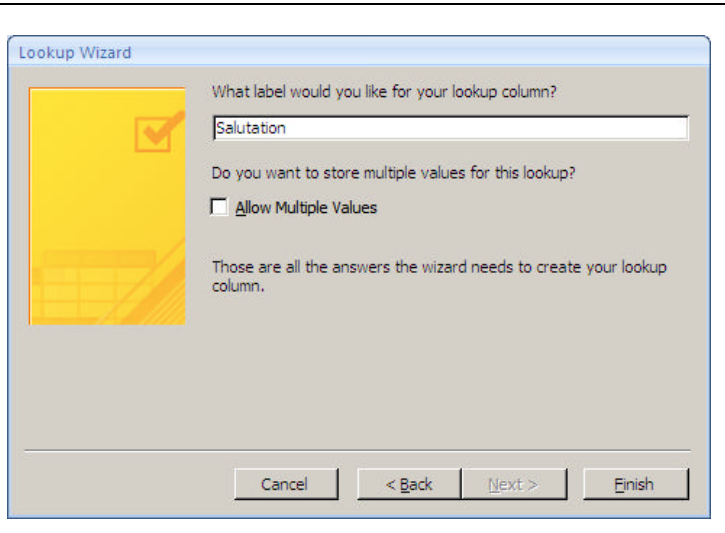
WriterID	Salutation	Last Name	First Name	Phone
C200	Ms.	Cox	Kelly	(210) 78
C500	Mrs.	Cohen	Julia Rice	(910) 33
E235	Mrs.	Epstein	Diane	(610) 34
H400	Dr.	Hall	Valerie	(710) 91
J525		Johnson	Leroy W.	(210) 89
K500	Mr.	Kim	Chong	(917) 72
K501	Mrs.	Kim	Chong	(710) 11
L130	Ms.	Leavitt	Morris	(810) 27
L350	Dr.	Lawton	Pat	
M420	Professor	Martinez	Maria	(544) 33
M635		Martinez	Santos	(610) 50

The combo box was engineered so that, after a user selects from the list, *Access* stores a 1-byte numeric code representing the chosen *Salutation*. The steps below lead you through using *Lookup Wizard* to provide this new functionality.

<ol style="list-style-type: none"><li>1. Begin by opening the Issue25 database.</li><li>2. Open the <i>Writers</i> table in Design View.</li><li>3. Click the second field name, <i>LastName</i>, then click the <i>Insert Rows</i> button .</li><li>4. Type <i>Salutation</i> as the new field name.</li><li>5. Since we're planning to store space-saving <i>numeric</i> codes in this field, set the <i>Data Type</i> to <i>Number</i> and the <i>Field Size</i> property to <i>Byte</i>.</li><li>6. Next, select <i>Lookup Wizard</i>.</li></ol>	 <table border="1"><thead><tr><th>Field Name</th><th>Data Type</th><th>Field Size</th></tr></thead><tbody><tr><td>WriterID</td><td>Text</td><td>primary</td></tr><tr><td>Salutation</td><td>Number</td><td>Byte</td></tr><tr><td>LastName</td><td>Text</td><td></td></tr><tr><td>FirstName</td><td>Memo</td><td></td></tr><tr><td>Phone</td><td>Number</td><td>(999)</td></tr><tr><td>LastContact</td><td>Date/Time</td><td></td></tr><tr><td>Freelancer</td><td>Currency</td><td></td></tr><tr><td>ReprintPayment</td><td>AutoNumber</td><td>\$25</td></tr><tr><td>Contact</td><td>Yes/No</td><td>Sen</td></tr></tbody></table>	Field Name	Data Type	Field Size	WriterID	Text	primary	Salutation	Number	Byte	LastName	Text		FirstName	Memo		Phone	Number	(999)	LastContact	Date/Time		Freelancer	Currency		ReprintPayment	AutoNumber	\$25	Contact	Yes/No	Sen
Field Name	Data Type	Field Size																													
WriterID	Text	primary																													
Salutation	Number	Byte																													
LastName	Text																														
FirstName	Memo																														
Phone	Number	(999)																													
LastContact	Date/Time																														
Freelancer	Currency																														
ReprintPayment	AutoNumber	\$25																													
Contact	Yes/No	Sen																													

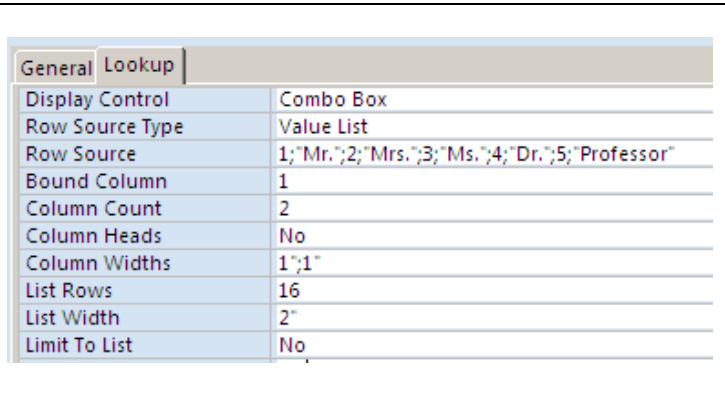
<p>This is the first screen presented by the Lookup Wizard.</p> <ol style="list-style-type: none"> <li>Click the second option, which tells <i>Lookup Wizard</i> that you want to develop a <i>list of values</i>.</li> <li>Click <i>Next</i>.</li> </ol>	
<ol style="list-style-type: none"> <li>Change <i>Number of columns</i> to 2.</li> <li>Next, enter the numeric codes and salutation descriptions, as displayed.</li> </ol> <p>Note that the longest description (Professor) would require nine bytes if stored as <i>text</i>. Instead, we'll store a <i>numeric</i> code of 5, which only needs one byte.</p> <ol style="list-style-type: none"> <li>Click <i>Next</i>.</li> </ol>	
<ol style="list-style-type: none"> <li>Once the user makes a selection, we want <i>Access</i> to <i>store</i> the corresponding numeric <i>code</i>, which will be in column 1.</li> <li>Click <i>Next</i>.</li> </ol>	

14. We'll have *Access* continue to use *Salutation* as the field name.
15. Click *Finish*. You return to Table Design view.
16. Save the modified table's design changes.



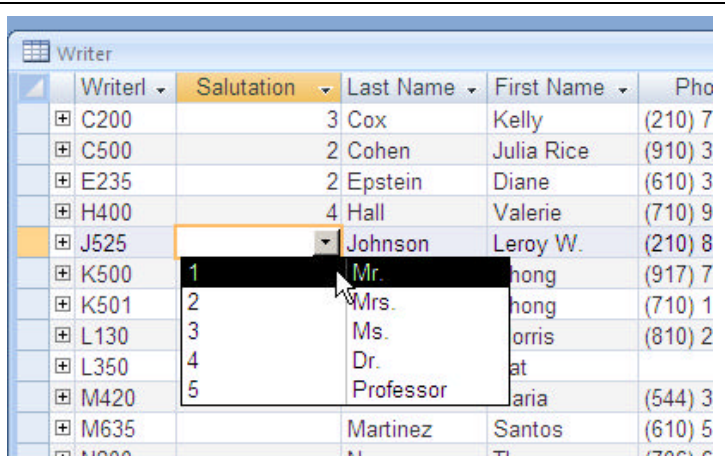
17. Remain in Design view and select the *Salutation* field, if necessary.
18. Click the *Lookup* tab in the *Properties* pane.
19. Notice that *Lookup Wizard* set the value of several important *properties*, which are visible in the *Lookup* tab.
 

It is obvious that many of these property settings are a result of the values you provided to *Lookup Wizard* in the previous screens.

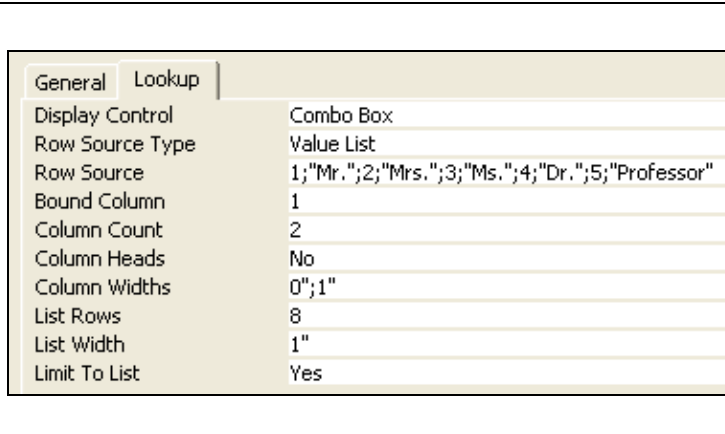



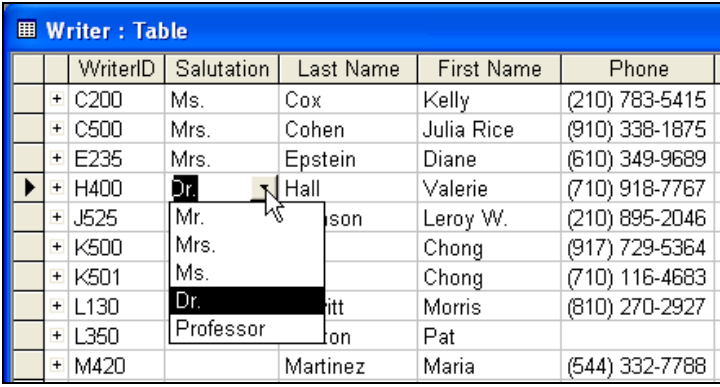
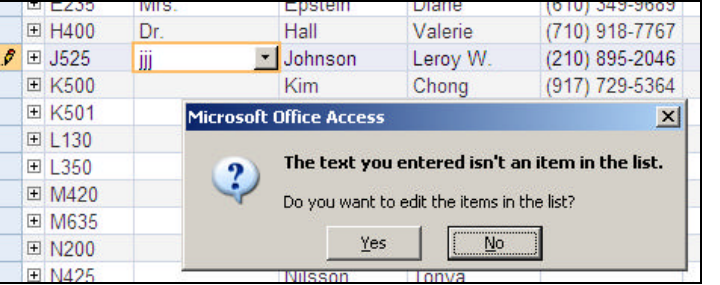
20. Switch to Datasheet view. Your new *Salutation* column appears as a new, empty column.
21. Enter the salutations, as illustrated. You may either type the numeric code or click a row in the list box.
 

Notice that both the numeric codes and text descriptions are visible. Does it seem distracting to see the (*arbitrary*) numeric codes? We'll fix that in the next step.



- Make the following modifications to the *Salutation* field's *Lookup* properties:
22. Change the first column's *Column Widths* property to 0". This will *hide* the column of numeric *codes*.
  23. Change the *List Width* property from 2" to 1" since we no longer need room to display both columns.
  24. Change the *Limit To List* property to *Yes*, if necessary, to force the user to select from the values in the list and disallow any other value.



<p>25. Open the table in Datasheet view.</p> <p>26. Click in the <i>Salutation</i> field for Leroy Johnson and click <i>Mr.</i> Notice the column of numeric <i>codes</i> is no longer visible (they are still there... they're just hidden!). Once the user clicks <i>Mr.</i>, <i>Access</i> actually stores the <i>numeric</i> code value 1 in the field.</p> <p>27. Remain in the Salutation field, then click the <i>Align Text Left</i> button  to left-align these salutations.</p>	
<p>28. Try to type a salutation of <b>jjj</b> for one of the writers, then press [Tab] to leave the field.</p> <p>29. Notice that Access refuses to accept the value since <b>jjj</b> isn't in the predefined list of salutations.</p> <p>30. Click No to close the dialog box.</p> <p>31. Select <i>Mr.</i> to restore Leroy Johnson's salutation.</p> <p>32. Close the <i>Writer</i> table and return to the <i>Navigation Pane</i>.</p> <p>33. Exit Access</p>	
<p>34. If necessary, rename your file to include your name (eg: Issue25-Tom Trollen.accdb.)</p> <p>35. Submit your file for grading.</p>	

## Summary

This *Guided Tour* illustrated how to use *Lookup Wizard* to develop a *list of values*. The user interacts with a combo box that permits them to select an appropriate value for the *Salutation* field. Once a selection has been made, a space-saving numeric *code* is stored. This technique makes data entry *easier* (pick from the list) and assures *data integrity* (since the field's value must be one of the values in the list).