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Access 2016: Create a Lookup Table

Access 2016 provides a Lookup Wizard that makes it easy to create lookup tables.

A *lookup table* is a table that contains data that is referenced by another table. The other table will have a *lookup field* that can "lookup" the data in the lookup table.

In Access, the lookup field displays the data as a drop down list (or combo box) so that the user can select the desired value from the list. The values of the lookup field come directly from the lookup table.

We will now turn our `Genres` table into a lookup table. The `Albums` table will then have a lookup field that gets its values from the `Genre` table.

1. Design view. F6 = Switch panes. F1 = Help.

Launch the Lookup Wizard

Open the `Albums` table in Design View.

In the `GenreId` field, click in the Data Type cell and select `Lookup Wizard` from the combo box.

The Lookup Wizard will appear.

Lookup Wizard



This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?

- I want the lookup field to get the values from another table or query.
- I will type in the values that I want.

Cancel

< Back

Next >

Finish

2.

Choose how the Lookup Field will get its Values

Leave the default option (I want the lookup field to get the values from another table or query.) selected and click Next >.

Lookup Wizard



Which table or query should provide the values for your lookup field?

Table: Albums

Table: Artists

Table: Genres

View

Tables

Queries

Both

Cancel

< Back

Next >

Finish

3.

Choose the Lookup Table

Here, you get to choose which table will provide the values for your lookup field.

Select `Table: Genres` and click `Next >`.

Lookup Wizard

Which fields of Genres contain the values you want included in your lookup field? The fields you select become columns in your lookup field.



Available Fields:

GenreId

Selected Fields:

Genre

4.

Choose the Field/s to display in the Lookup Field

You can choose which field will be displayed in the lookup field of the table referencing the lookup table.

Double-click `Genre` so that it moves to the right pane, then click `Next >`.

Lookup Wizard

What sort order do you want for the items in your list box?

You can sort records by up to four fields, in either ascending or descending order.

1	<input type="text" value="Genre"/>	Ascending
2	<input type="text"/>	Ascending
3	<input type="text"/>	Ascending
4	<input type="text"/>	Ascending

5.

<input type="button" value="Cancel"/>	<input type="button" value=" < Back"/>	<input type="button" value=" Next >"/>	<input type="button" value=" Finish"/>
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Choose the Sort Order for the Lookup Field

You can choose how the data will be sorted in your lookup field.

For this example, we will sort by the `Genre` field in ascending order.

Select `Genre` from the first drop down, then click `Next >`.

Lookup Wizard

How wide would you like the columns in your lookup field?

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Hide key column (recommended)

Genre				
Blues				
Hip Hop				
Jazz				
Pop				
Rock				

Cancel

< Back

Next >

Finish

6.

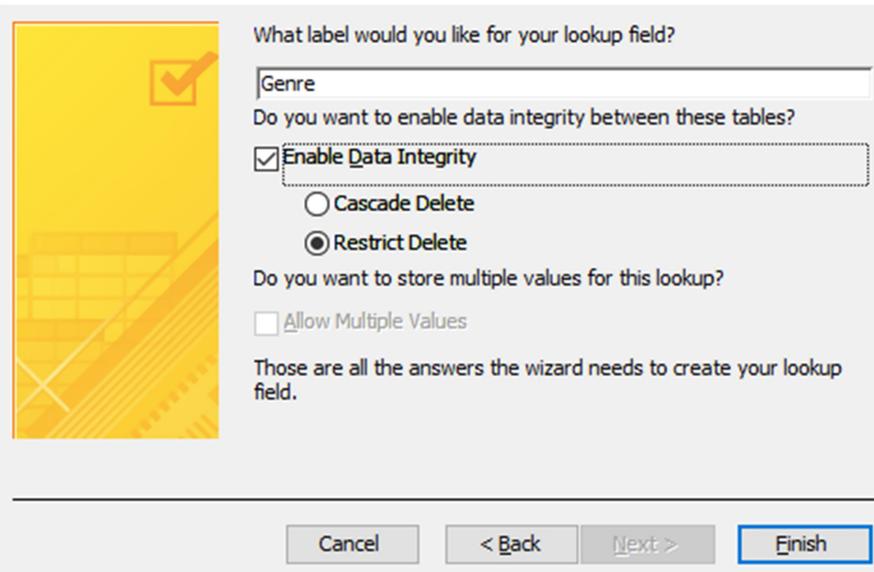
Select the Column Width of the Lookup Field

Access gives you the opportunity to specify the width of the column/s in your lookup field. If our field contained longer values, we might widen it, but the default width looks pretty good.

You can also choose to display or hide the lookup table's primary key column. Leave it hidden.

Click `Next >`.

Lookup Wizard



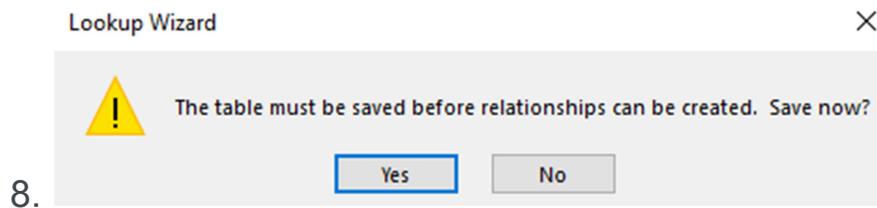
7.

Choose a Label for the Lookup Field

You can provide a label for the lookup field. In our case, let's shorten it to `Genre`.

Also, check `Enable Data Integrity`.

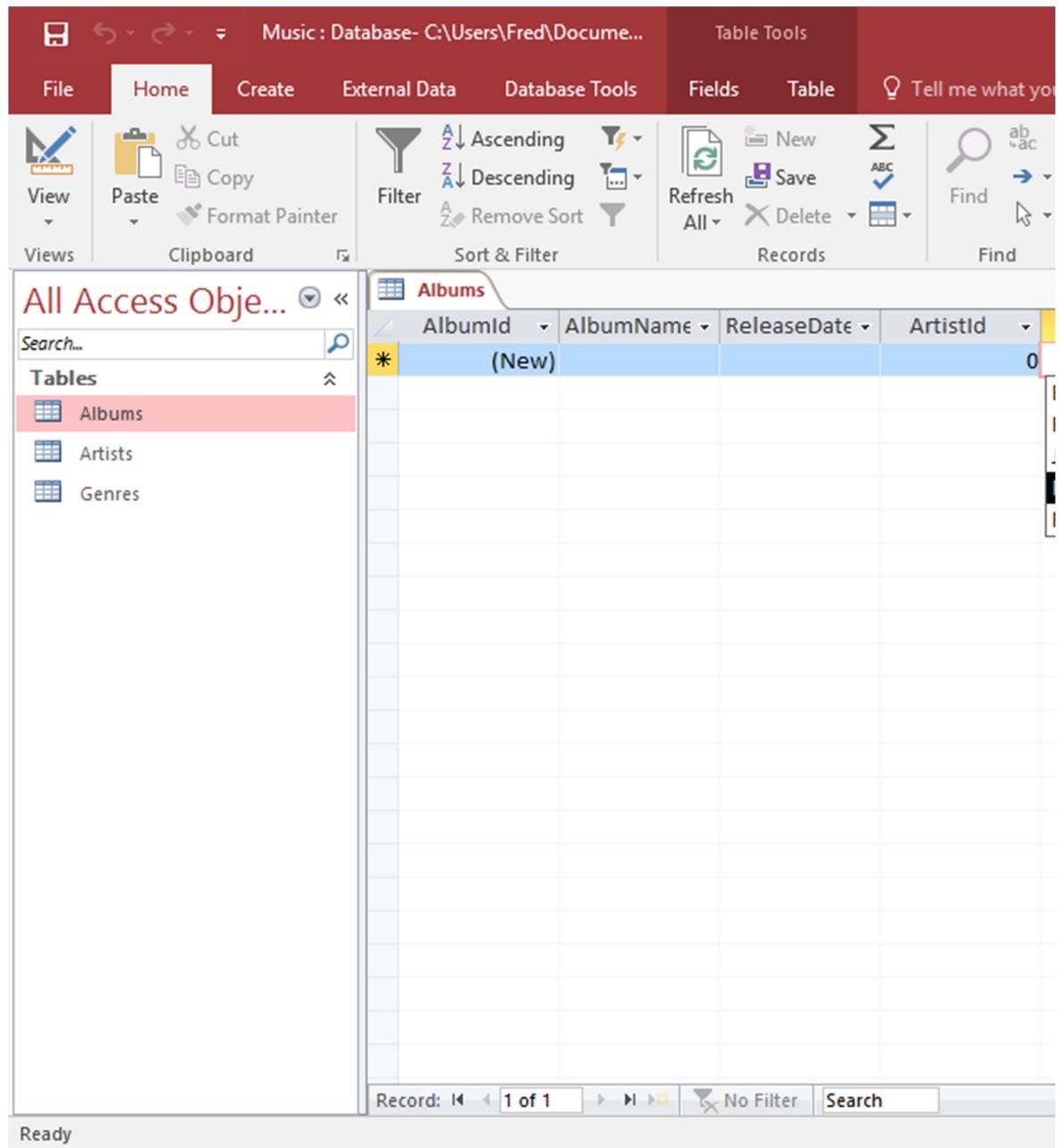
Click `Finish` to generate the lookup table.



8.

Save the Table

If you get prompted to save the table, click `Yes` and save it.



Check your Lookup Field

Your lookup table (and corresponding lookup field) has now been created.

Check your lookup field by switching to Datasheet View and clicking in the `Genre` field.