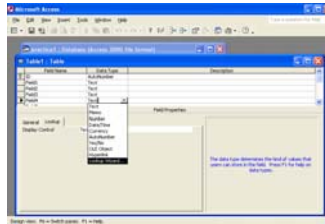
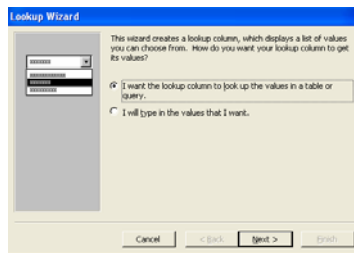


# To Create a LookUp for a Field in Access

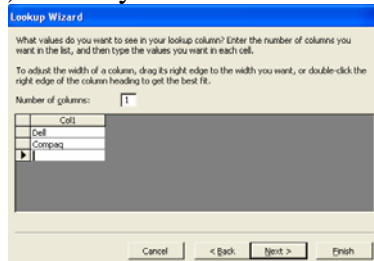
1. With your table open, click on Design View.
2. Click in the Data Type column beside the field for which you want to create a look up.



3. Click on the arrow for a drop-down list and scroll down to click on **LookUp Wizard**.
4. When the LookUp Wizard appears, select “I will type in the values that I want.” Then click on **Next**.



5. On the next screen, click in the first box under Column1 and begin typing the options you want. (Use the arrow keys to move to the next line for additional options you want to add.) When you have added all options you want, click **Next**.



6. On the next screen, click **Finish**.
7. Click the **X** to close. When the message box asks if you want to save, click **Yes**.
8. Now when you enter the first letter of an option, the rest of the word appears...ready for you to select.

ID	Asset	Serial Number	Barcode	Make	Model	Teacher	Gr
156	Monitor	822bf191e057	112568	Compaq	mv500	Zickefoose	3
157	Printer	sn11-11813	107592	IBM Lexr	2380-002	Zickefoose	3
158	Computer	6X1A-JYGZ-42GL	119300	Compaq	EVO	Corley	4
159	Monitor	140BM26GT193	NN	Compaq	570	Corley	4
160	Computer	23yoaac	120938	IBM	NetVista	Corley	4
161	Monitor		NN	Compaq			4
162	Computer	23fd520	110586	IBM	30gl	Corley	4
163	Monitor		NN				4
164	Computer	23yoaap	120937	IBM	NetVista	Corley	4
165	Monitor						4
166	Printer	lM98CNC232K5	115254	Compaq	U300	Corley	4
167	Computer	68098k6p956	110671	Compaq	Deskpro 2000	Drummond	4
168	Monitor	742bc060898	110670	Compaq	610	Drummond	4
169	Computer	1x86bxr5gblk	112580	2410ES	319150-006	Drummond	4
170	Monitor	1X86BXR5GBLK	112540	Compaq	MV500	Drummond	4
171	Computer	23-40521	110668	IBM	6540-00n	Drummond	4
172	Monitor	1*15628278u23b	110669	IBM	300gl	Drummond	4

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