

Student Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

## A LITTLE MORE GUIDANCE

**Directions:** In this activity, you will **follow along with your teacher** to create a new database table based on information from an existing table.

1. Open the **States** database that has been sent to you electronically by your teacher and save it to your files.
2. Create a new table and save it as **JustStates**
3. The first field is formatted as the primary key field, using ID as the field name. *If the first field has not been created already, create it now, using AutoNumber and setting it as the primary key field.*
4. Add a new field named **States**
5. Set the data type as Lookup or leave it as Text, depending on your preferred method of retrieving the data from the State table (see methods below)

### Method 1 – Use the Lookup Wizard

- a. Select the Lookup Wizard as the data type
- b. Select the option to look up the values in a table or query
- c. Select the State table
- d. Select the State Abbreviation and State Name fields
- e. Select ascending order by state abbreviation
- f. Save and view the data, which will appear in a drop down list

### Method 2 – Copy and paste values

- a. Use the default data type (text)
- b. Open the **State** table and select and copy the State Name column
- c. Select the Lookup tab in the Field Properties section
- d. Select List Box as the display control
- e. Select Value List as the row source type
- f. Select the row source window and use the paste command to enter the copied list of states
- g. Set State Name as the default entry

View the table and notice that you have all of the states available in a drop down menu and saved the excessive time of rekeying all of the information in.