

Skills — Session 5: Many-to-Many Relationships

1. Create a Lookup Table

The **Lookup Table** is a parent table that contains data that should be inserted in forms.

<p>1.1 Link a Table to a Lookup Table Using the Lookup Wizard</p>	<p>RIGHT-CLICK the child table, and CHOOSE Design View, and CLICK a blank cell in the Field Name column, and TYPE the name of the field, and CLICK the associated cell in the Data Type column, and CHOOSE Lookup Wizard, and CLICK Next to confirm that you want to look up values in table, and CHOOSE the table that has the values that have to be looked up, and SELECT an ID field and a description field, and CLICK Next, and CHOOSE to sort the fields by the description field, and CLICK Next, and CLICK Next to confirm that you will hide the ID key (also adjust the field width if needed), and CLICK Next, and TYPE a suitable name for the field, and CHOOSE to Enable Data Integrity and Cascade Delete, and CLICK Finish.</p>
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2. Set up a Many-to-Many Relationship

<p>2.1 Create a Junction Table</p>	<p>Click the Create tab, and Click Table Design, and Create a Primary Key field with an AutoNumber data type, and Create a Foreign Key with a Lookup Table by using the Lookup Wizard, as outlined above, and Create a Foreign Key with the second Lookup Table using the Lookup Wizard as outlined above, and Add other fields, such as a date field, as needed, and Close the table and save it under a suitable name, and Open the table to examine it, or add records.</p>
<p>2.2 Create a Quick Form for Entering Data</p>	<p>CLICK one of the parent or Lookup Tables, and CLICK the Create tab, and CLICK the Form button.</p>

3. Create a Command Button for Printing a Form

3.1 Open a Form in Design View	RIGHT-CLICK the form in the Navigation pane, and CHOOSE Design View.
3.2 Insert a Command Button	Click the Design tab, and Click the Command Button button, and Use your mouse pointer in the Form Header to draw the button, and Choose to have the button Print a Form , and Give the button a suitable text label.
3.3 Filter the Form so that it Prints only One Copy of the Form	<i>In Form View:</i> CLICK ID field of the form, and CLICK the Selection filter button, and CHOOSE Equals ... , and Click the Print Form button you created, and Click the Toggle Filter button to turn off the filter.