

Creating a combo box

What is a combo box?

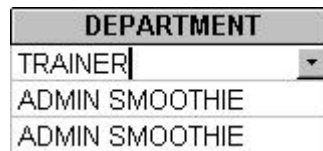
- A list of pre-defined entries to choose from, when typing information into a form:



What is the difference between a combo box and a lookup?

Nothing, the only difference is that in a table it is referred to as a lookup and in a form it is referred to as a combo box!

Lookup in a table:



Note: You only see the arrow for the drop down list when your cursor is actually sitting in the lookup field

Combo box on a form:



Note: The arrow for the drop down list is always visible

What benefit do I gain by creating a combo box?

A combo box allows you to ensure that when you type in data it is done so consistently and accurately, because you choose your information from a pre-typed list:

- For example, to ensure that only valid entries are actually keyed into a 'department' field, you would create a combo box that holds the correct entries to choose from.

How many ways are there to create a combo box in your form?

There are two ways to create a combo box:

- Creating a combo box based on another table and then using the wizard to link everything
- Creating a combo box solely using the wizard

Why create a combo box based on another table?

Creating a combo box in this way, will give you much more flexibility when you need to amend, add or delete any of the entries in the list to choose from!

