Tables:

**Titles**:  like Mr. Mrs, Dr. Fr. Sr. etc, to be prefixed to the First Name.   To be selected through a combo box, with the help of a Look Up wizard.

**Person's Name:**

ID,  First Name, Last Name, Telephone Number - use input mask, Postal address, zip code, etc. Choose the fields you may need.

You can use a Options Group form, to get to the person's record.

Create a macro, so that by clicking on the line of the person's name, you can access the full record of the person.

Make a printed list of the telephone numbers.

Check for database samples in the MS Access pack.  They supply many sample programs, from where you can copy the macros, and table structures, and learn how the forms have been designed.

HTML clipboard **Telephone Book.**

**Table 1**

| Field Name | Data Type | Notes |
| --- | --- | --- |
| ID | Autonumber | Primary Key |

| Title | Number | LookUp combo box |
|---|---|---|
| Firstname | Text | ` |
| Lastname | Text | |
| Telephone | Textnumber | with input mask |
| mobile | Text | with input mask |
| address1 | text | |
| address2 | text | |
| City | text | |
| Zipcode | text | with input mask |
| Remarks | memo | unlimited space |

Table 2     for table 1, as combo box.

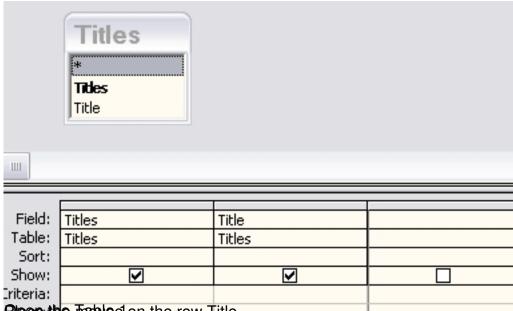| | Fieldname | Datatype | notes |
|---|---|---|---|
| ID | | autonumber | unique |
| title | | text | |

## Query 1

Create a new Query.

Add Table 2 as source.

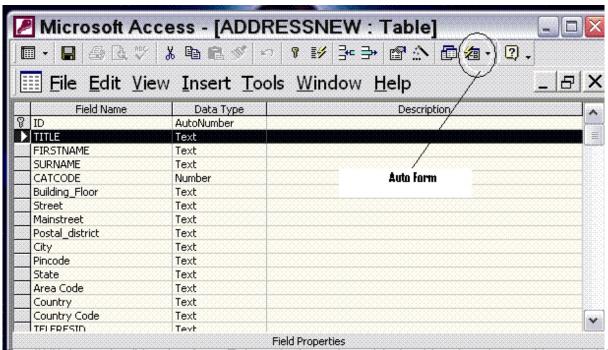Drag into the boxes below, the two field, ID and title.

Save as query1

**Titles**

* 
**Titles**
Title

| Field: | Titles | Title | |
|--------|--------|-------|--|
| Table: | Titles | Titles | |
| Sort: | | | |
| Show: | ☑ | ☑ | ☐ |
| Criteria: | | | |

Place the mouse on the row Title.

| Field Name | Data Type | |
|---|---|---|
| ID | AutoNumber | |
| TITLE | Text | |
| FIRSTNAME | Text | |
| SURNAME | Text | |
| CATCODE | Number | |
| Building_Floor | Text | |
| Street | Text | |
| Mainstreet | Text | |
| Postal_district | Text | |
| City | Text | |
| Pincode | Text | |
| State | Text | |
| Area Code | Text | |
| Country | Text | |
| Country Code | Text | |
| TELEDESID | Text | |

Field

| General | Lookup | | |
|---|---|---|---|
| Display Control | Combo Box | | |
| Row Source Type | Table/Query | | |
| Row Source | SELECT [Titles].[Title], [Titles].[Titles] FF | | |
| Bound Column | 1 | | |
| Column Count | 1 | | |
| Column Heads | No | | |
| Column Widths | | | |
| List Rows | 8 | | |
| List Width | Auto | | |
| Limit To List | No | | |

By clicking on the icon to Auto Form you can create the form. Once the form is saved, however, after the table is closed, open the data again will sow that