

12.11: Set a Primary Key

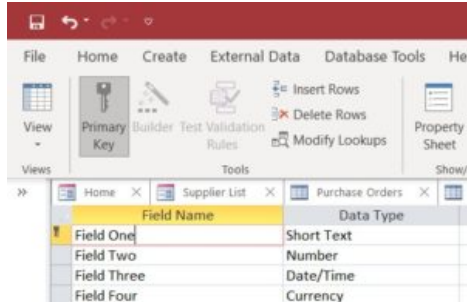
Learning Outcomes

- Set the primary key

A primary key can be set for a table in one of three ways. Open a table in Design view and:

- With the field to be used as the primary key selected, click the Primary Key button key in the Tools group.
- Right-click the appropriate field and choose Primary Key from the shortcut menu.
- Allow Access to automatically create the primary key by simply saving the table.

In this example, Field One was highlighted and **Primary Key** was selected in the Menu bar to designate it as the Primary Key.



Practice Question

<https://assessments.lumenlearning.co...essments/18757>

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