

# Create tables in a database

When you create a database, you store your data in tables — subject-based lists of rows and columns. For instance, you might create a Contacts table to store a list of names, addresses and telephone numbers, or a Products table to store information about products. You should always start the design of a database by first creating its tables — even before you create any other database objects.

This article explains how to create tables. You will learn how to create a table, add fields to the table, and set a table's primary key. You will also learn about data types, and how to set field and table properties.

Before you create tables, you should carefully examine your requirements and plan your database to discover what tables you need. For an introduction to planning and designing a database, see the article [Database design basics](#).

## In this article

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- ↓ [What is a table?](#)
  - ↓ [Create a new table](#)
  - ↓ [Create a table based on a table template](#)
  - ↓ [Import or link to create a table](#)
  - ↓ [Create a table based on a SharePoint list](#)
  - ↓ [Add fields to a table in Datasheet view](#)
  - ↓ [Add fields by using field templates](#)
  - ↓ [Add a field from an existing table](#)
  - ↓ [Set a field's data type in Datasheet view](#)
  - ↓ [Save a table](#)
  - ↓ [Set the primary key](#)
  - ↓ [Set field properties](#)
  - ↓ [Set table properties](#)
- 

## What is a table?

A table contains data about a particular subject, such as employees or products. Each *record* in a table contains information about one item, such as a particular employee. A record is made up of *fields*, such as name, address and telephone number. A record is also commonly called a row, and a field is also commonly called a column.

Customers				
	ID	Company	First Name	Last Name
	1	Company A	Anna	Bedecs
	2	Company B	Antonio	Gratacos Solsona
	3	Company C	Thomas	Axen

1 Record or row

2 Field or column

Your database can contain many tables, each storing information about a different subject. Each table can contain many fields of different types, including text, numbers, dates, and pictures.

The following list shows some common examples of tables you might create.

- ↓ A customers table that lists your company's customers and their addresses
- ↓ A catalog of products you sell, including prices and pictures for each item
- ↓ A tasks table that tracks tasks and due dates
- ↓ An inventory of equipment or stock on hand

You should plan and design your database carefully to ensure its correctness and to avoid having to make too many changes later. For information about planning and designing your database, see the article [Database design basics](#).


[↑ Top of Page](#)

## Create a new table

A simple database, such as a contact list, might use only a single table. Many databases, however, use several tables. When you create a new database, you create a new file on your computer that acts as a container for all of the objects in your database, including your tables.

You can create a table by creating a new database, by inserting a table into an existing database, or by importing or linking to a table from another data source — such as a Microsoft Office Excel 2007 workbook, a Microsoft Office Word 2007 document, a text file, or another database. When you create a new blank database, a new empty table is automatically inserted for you. You can then enter data to start defining your fields.


### Create a new table in a new database

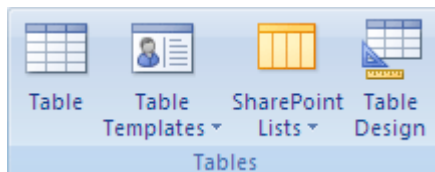
1. Click the **Microsoft Office Button** , and then click **New**.
2. In the **File Name** box, type a file name. To change the location, click the folder icon to browse.

3. Click **Create**.

The new database is opened, and a new table named Table1 is created and opened in Datasheet view.

### Create a new table in an existing database

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Open** dialog box, select and open the database.
3. On the **Create** tab, in the **Tables** group, click **Table**.




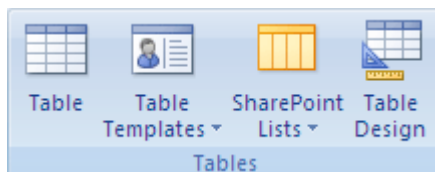
A new table is inserted in the database and the table is opened in Datasheet view.

[↑ Top of Page](#)

### Create a table based on a table template

To create a Contacts, Tasks, Issues, Events or Assets table, you might want to start with the table templates for these subjects that come with Office Access 2007. The table templates were designed to be compatible with the Microsoft Windows SharePoint Services 3.0 lists of the same name.

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Open** dialog box, select and open the database.
3. On the **Create** tab, in the **Tables** group, click **Table Templates** and then select one of the available templates from the list.



A new table is inserted, based on the table template you chose.

[↑ Top of Page](#)

## Import or link to create a table

You can create a table by importing or linking to information stored elsewhere. For instance, you can import or link to information in an Excel worksheet, SharePoint list, an XML file, another Access database, a Microsoft Office Outlook 2007 folder, and a number of other sources. When you import the information, you create a copy of the information in a new table in the current database. Conversely, when you link to the information, you create a linked table in the current database that represents a live link to the existing information that is stored elsewhere. Thus, when you change data in the linked table, you also change it in the original source too (with some exceptions — see the note below). When information is changed in the original source by using another program, that change is visible in the linked table.

**NOTE** In some cases, you cannot make changes to your data source through a linked table, most notably when the data source is an Excel worksheet.

### Create a new table by importing or linking to external data

1. To use an existing database, on the **File** menu, click **Open**.
2. In the **Open** dialog box, select and open the database.
3. To create a new database, on the **File** menu, click **New**.
  - In the **File Name** text box, type a file name. To change the location, click the folder icon.
  - Click **Create**.

The new database is opened, and a new table named Table1 is created and opened in Datasheet view.

4. On the **External Data** tab, in the **Import** group, click one of the available data sources.



5. Follow the instructions in the dialog boxes.

Access creates the new table and displays it in the Navigation Pane.


**NOTE** You can also import or link to a SharePoint list by using a command on the **Create** tab. See the following section for detailed instructions.

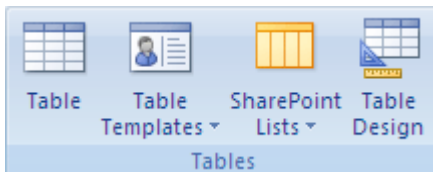
[Top of Page](#)

## Create a table based on a SharePoint list

You can create a table in your database that imports from or links to a SharePoint list. The list can pre-existing, in which case you can import or link to it, or you can create a new custom list or a new list that is based on a predefined template. The predefined templates in Office Access 2007 include Contacts, Tasks, Issues and Events.

First, open the database in which you want to create the table.

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Open** dialog box, select and open the database.
3. On the **Create** tab, in the **Tables** group, click **SharePoint Lists**.



Then, do one of the following:

### Create the list based on a template

1. Click either **Contacts**, **Tasks**, **Issues**, or **Events**.
2. In the **Create New List** dialog box, type the URL for the SharePoint site where you want the list to reside. Also, enter the name of the new SharePoint list and its description.
3. If you want the linked table to open after it is created, select the **Open the list when finished** check box (it is selected by default). Otherwise, clear the check box.
4. Click **OK**.

### Create a new custom list

1. Click **Custom**.
2. In the **Create New List** dialog box, type the URL for the SharePoint site where you want the list to reside. Also, type the name of the new SharePoint list and its description.
3. If you want the linked table to open after it is created, select the **Open the list when finished** check box (it is selected by default). Otherwise, clear the check box.
4. Click **OK**.

### Import the data from an existing list

1. Click **Existing SharePoint List**.
2. In the **Get External Data** dialog box, type the URL for the SharePoint site that contains the list.

3. Click **Import the source data into a new table in the current database.**
4. Click **Next.**
5. Select a check box next to any SharePoint lists you want to import.
6. Click **OK.**

### Link to an existing list

1. Click **Existing SharePoint List.**
2. In the **Get External Data** dialog box, type the URL for the SharePoint site that contains the list.
3. Click **Link to the data source by creating a linked table.**
4. Click **Next.**
5. Select a check box next to any SharePoint lists to which you want to link.
6. Click **OK.**

[↑ Top of Page](#)

## Add fields to a table in Datasheet view

You store the information items you want to track in fields (also called columns). For example, in a Contacts table you might create fields for LastName, FirstName, Telephone Number and Address, among others. For a Products table you might create Product Name, Product ID and Price.


It is important that you choose fields carefully. For example, it's usually a bad idea to create a field to store a calculated value. You can usually have Office Access 2007 calculate the value when needed instead. When choosing fields, try to store information in its smallest useful parts. For instance, instead of a FullName, consider storing a LastName and a FirstName. Generally speaking, if you need to report, sort, search or calculate on an item of information, put it in a column by itself. For more information about designing a database and choosing fields, see the article [Database design basics](#).

A field has certain defining characteristics. For example, every field has a Name that uniquely identifies the field within a table. A field also has a data type that's chosen to match the information to be stored. The data type determines the values that can be stored and the operations that can be performed, as well as how much storage space to set aside for each value. Every field also has an associated group of settings called properties that define the appearance or behavior characteristics of the field. For example, the Format property defines a field's display layout — that is, how it should appear when displayed.


When you create a new table, the table opens in Datasheet view. You can immediately add a field by typing some information in the **Add New Field** column.

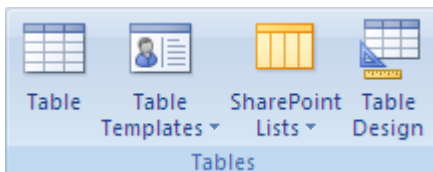
Orders Status			
	Status ID	Status Name	Add New Field
+	0	New	1
+	1	Invoiced	
+	2	Shipped	
+	3	Closed	

### Add a new field to an existing table

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In **Open** dialog box, select and open the database.
3. In the Navigation Pane, double-click one of the available tables to open it.
4. Type your data in the cell below the **Add New Field** column header.

### Add a new field to a new table

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In **Open** dialog box, select and open the database.
3. On the **Create** tab, in the **Tables** group, click **Table**.



Access inserts a new table in the database and opens it in Datasheet view.

4. Type your data in the cell below the **Add New Field** column header.

When you enter data in the new column, Office Access 2007 uses the information you type to recognize the appropriate data type for the field. For example, if you type a date in the column, such as 1/1/2006, Office Access 2007 sees the information you entered, recognizes it as a date, and sets the data type for the field to Date/Time. If Access doesn't have enough information from what you enter to guess the data type, the data type is set to Text.

The following table shows how automatic data type detection works in Datasheet view.

If you type:	Office Access 2007 creates a field with a data type of:
John	Text

http://www.contoso.com	Hyperlink
------------------------	-----------

You can use any valid Internet protocol prefix. For example, http://, https://, and mailto: are valid prefixes.

50000	Number, Long Integer
-------	----------------------

50,000	Number, Long Integer
--------	----------------------

50,000.99	Number, Double
-----------	----------------

50000.389	Number, Double
-----------	----------------

12/31/2006	Date/Time
------------	-----------

The date and time formats recognized are those of your user locale.

December 31, 2006	Date/Time
-------------------	-----------

10:50:23	Date/Time
----------	-----------

10:50 am	Date/Time
----------	-----------

17:50	Date/Time
-------	-----------

\$12.50	Currency
---------	----------

The currency symbol recognized is that of your user locale.

21.75	Number, Double
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123.00%	Number, Double
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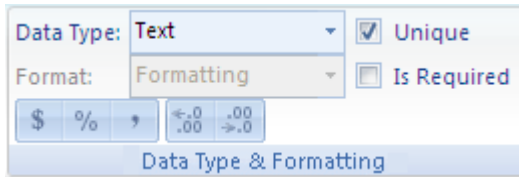
3.46E+03	Number, Double
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In addition to determining the data type, Office Access 2007 may set the **Format** property, depending on what you enter. For example, if you type 10:50 am, Access sets the data type Date/Time and the **Format** property to Medium Time.

If you want to explicitly set the data type and format for a field, overriding the choice that Office Access 2007 makes, you can do so by using the commands in the **Data Type & Formatting** group on the **Datasheet** tab.

### Explicitly set the data type

1. On the **Datasheet** tab, in the **Data Type & Formatting** group, click **Data Type**.



2. Click the data type you want.

### Explicitly set the format

1. On the **Datasheet** tab, in the **Data Type & Formatting** group, click **Format**.
2. Click the format you want.

When you add a field by typing information into the cell below the **Add New Field** header, Office Access 2007 automatically assigns a name to the field. These names start with Field1 for the first field, Field2 for the second field, and so on. It is a good practice to use more descriptive field names. You can rename the field by right-clicking its header, and then clicking **Rename Column** on the shortcut menu.

Field names can consist of up to 64 characters (letters or numbers), including spaces. You should try to give fields descriptive names so that you can easily identify them when you view or edit records. For example, you might use field names such as Last Name, Address, and Home Phone.

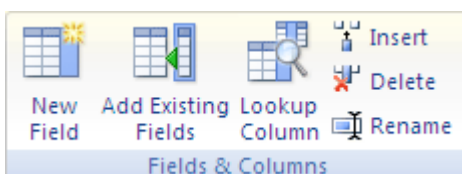
[Top of Page](#)

## Add fields by using field templates

Sometimes it is easier to choose from a predefined list of fields than to manually create a field. You can use the Field Templates task pane to choose from a list of predefined fields. Office Access 2007 comes with a set of built-in field templates that can save you considerable time when you create fields. To create a new field using a field template, you display the **Field Templates** pane, and then drag and drop one or more templates to the table that is opened in Datasheet view.

A field template is a predefined set of characteristics and properties that describes a field. The field template definition includes a field name, a data type, a setting for the field's format property, and also a number of other field properties that, when taken together, form a model that serves as the basis for creating a new field.

1. Ensure that your table is in Datasheet view.
2. On the **Datasheet** tab, in the **Fields & Columns** group, click **New Field**.



The **Field Templates** pane appears.

3. Select one or more fields in the **Field Templates** pane and drag them to the table. When the insertion line appears, drop the fields in position.

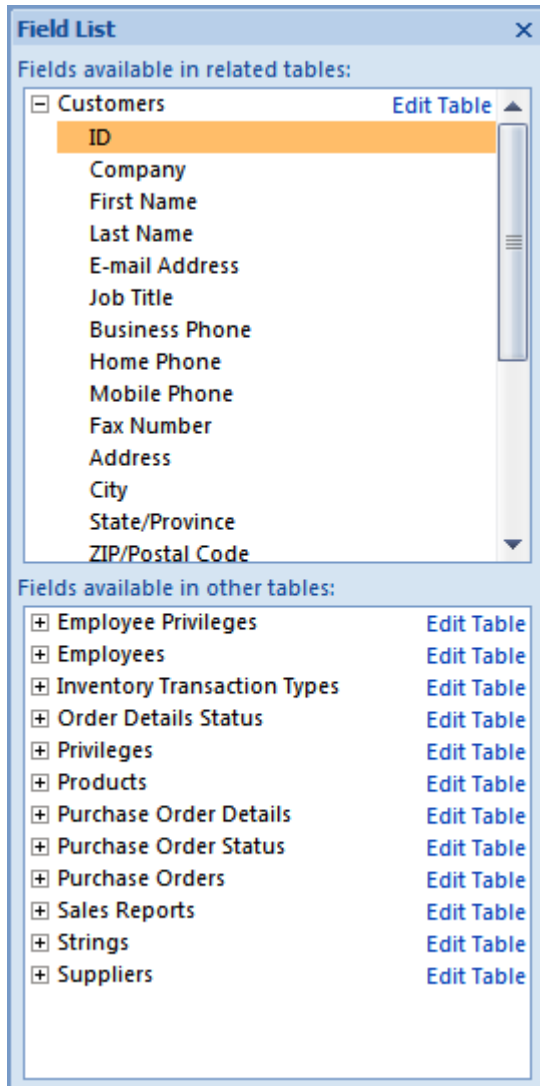
The fields appear in the datasheet.

Field templates are models. They provide a basis from which you can create a new field. But it is not the only basis from which you can create a new field. In addition to creating a new field from a field template, you can also create a new field from an existing field in another table.


[↑ Top of Page](#)

## Add a field from an existing table

If you are using a database that contains multiple tables, you can add a field from another table. In fact, chances are good that some of those tables are related. In a relational database, you store information in separate subject-based tables, and then define relationships to provide your database management system with what it needs to bring the information together as needed. Office Access 2007 allows you to create a new field by adding it from another related table, or by adding it from another table for which you have not created a relationship. You add the field by using the Field List, which shows you fields available in other tables in your database.

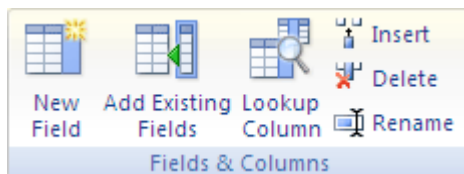


## Open the Field List pane

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Open** dialog box, select and open the database.
3. In the Navigation Pane, double-click the table in which you want to add an existing field.

The table opens in Datasheet view.

4. On the **Datasheet** tab, in the **Fields & Columns** group, click **Add Existing Fields**.




The **Field List** pane appears.

The **Field List** pane lists all of the other tables in your database, grouped into categories. When you work with a table in Datasheet view, two categories appear in the **Field List** pane: **Fields available in related tables**, and **Fields available in other tables**. The first category lists all of the tables with which the table you have open has a relationship. The second category lists all of the tables with which your table does not have a relationship.

For more information about table relationships, see the article [Create, edit or delete a relationship](#).

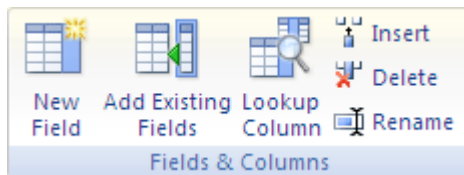
When you click the plus sign (+) next to a table to, you see a list of all of the fields available in that table. To add a field to your table, drag and drop the field you want from the **Field List** pane to the table in Datasheet view.

### Add a field from the Field List pane

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Open** dialog box, select and open the database.
3. In the Navigation Pane, double-click the table in which you want to add an existing field.

The table opens in Datasheet view.

4. On the **Datasheet** tab, in the **Fields & Columns** group, click **Add Existing Fields**.



The **Field List** pane appears.

5. Click the plus sign (+) next to a table to display the list of fields in that table.
6. Drag the field you want from the **Field List** pane to the table in Datasheet view.
7. When the insertion line appears, drop the field in position.

Order Date	Shipped Date	Ship Via
1/15/2006	1/22/2006	Shipping Compar
1/20/2006	1/22/2006	Shipping Compar
1/22/2006	1/22/2006	Shipping Compar

The Lookup Wizard starts.

8. Follow the instruction to complete the wizard.

After you have completed the wizard, the field appears in the table in Datasheet view.

**NOTE** When you drag and drop a field from an unrelated table and then complete the Lookup Wizard, a new one-to-many relationship is automatically created between the table in the **Field List** pane and the table you have open.

[↑ Top of Page](#)

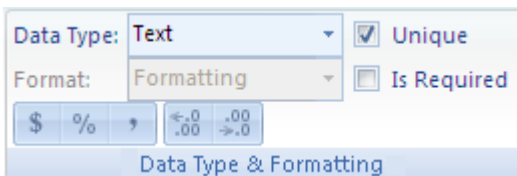
## Set a field's data type in Datasheet view

Office Access 2007 does a good job of automatically detecting the data type for a field that you create in Datasheet view. Sometimes, however, you will need to override the decision that Access makes. For example, you might have existing products IDs that serve to identify the products you sell. If you type a numeric ID, such as 1003, into a table in Datasheet view, the automatic data type detection feature sets a numeric data type for the field. However, you should only use a numeric data type for fields that will be involved in arithmetic calculations. Normally, identifiers such as a product ID should be stored as the Text data type.

If you want to explicitly set the data type and format for a field, overriding the choice that Office Access 2007 makes, you can do so by using the commands in the **Data Type & Formatting** group on the **Data** tab.

### Explicitly set the data type

1. On the **Datasheet** tab, in the **Data Type & Formatting** group, click **Data Type**.



2. Click the data type you want.

Use the following table to determine the correct data type.

### Explicitly set the format

1. On the **Datasheet** tab, in the **Data Type & Formatting** group, click **Format**.
2. Click the format you want.

The following table describes the data types available for fields in Office Access 2007.

Data type	Stores	Size
Text	Alphanumeric characters  Use for text, or text and numbers that are not used in calculations (for example,	Up to 255 characters.

a product ID).

Memo	<p>Alphanumeric characters (longer than 255 characters in length) or text with rich text formatting.</p> <p>Use for text greater than 255 characters in length, or for text that uses rich text formatting. Notes, lengthy descriptions, and paragraphs with formatting such as bold or italics are good examples of where you would use a Memo field.</p>	Up to 1 gigabyte of characters, or 2 gigabytes of storage (2 bytes per character), of which you can display 65,535 characters in a control.
Number	<p>Numeric values (integers or fractional values).</p> <p>Use for storing numbers to be used in calculations, except for monetary values (use the Currency for data type for monetary values).</p>	1, 2, 4, or 8 bytes, or 16 bytes when used for replication ID.
Date/Time	<p>Dates and times.</p> <p>Use for storing date/time values. Note that each value stored includes both a date component and a time component.</p>	8 bytes.
Currency	<p>Monetary values.</p> <p>Use for storing monetary values (currency).</p>	8 bytes.
AutoNumber	<p>A unique numeric value that Office Access 2007 automatically inserts when a record is added.</p> <p>Use for generating unique values that can be used as a primary key. Note that AutoNumber fields can be incremented sequentially, by a specified increment, or chosen randomly.</p>	4 bytes or 16 bytes when used for replication ID.
Yes/No	<p>Boolean values.</p> <p>Use for True/False fields that can hold</p>	1 bit (8 bits = 1 byte).

one of two possible values: Yes/No or True/False, for example.

OLE Object	OLE objects or other binary data.  Use for storing OLE objects from other Microsoft Windows applications.	Up to 1 gigabyte.
Attachment	Pictures, Images, Binary files, Office files.  This is the preferred data type for storing digital images and any type of binary file.	For compressed attachments, 2 gigabytes. For uncompressed attachments, approximately 700k, depending on the degree to which the attachment can be compressed.
Hyperlink	Hyperlinks.  Use for storing hyperlinks to provide single-click access to Web pages through a URL (Uniform Resource Locator) or files through a name in UNC (universal naming convention) format. You can also link to Access objects stored in a database.	Up to 1 gigabyte of characters, or 2 gigabytes of storage (2 bytes per character), of which you can display 65,535 characters in a control.
Lookup Wizard	Not actually a data type; instead, this invokes the Lookup Wizard.  Use to start the Lookup Wizard so you can create a field that uses a combo box to look up a value in another table, query or list of values.	Table or query based: The size of the bound column.  Value based: The size of the Text field used to store the value.

**TIP** For phone numbers, part numbers, and other numbers you don't intend to use for mathematical calculations, you should select the Text data type, not the Number data type.

For the Text and Number data types, you can specify the field size or data type more specifically by setting a value in the **FieldSize** property box.

[↑ Top of Page](#)

# Save a table

After you add fields to a table, you should save its design. When you save a new table for the first time, give it a name that describes the information it contains. You can use up to 64 characters (letters or numbers), including spaces. For example, you might name a table Customers, Parts Inventory, or Products.

1. Click the **Microsoft Office Button** , and then click **Save**.

-or-

Right-click the table's document tab, and then click **Save** on the shortcut menu.

-or-

Click **Save** on the **Quick Access Toolbar**.

2. If you are saving the table for the first time, type a name for the table, and then click **OK**.

[Top of Page](#)

## Set the primary key

The primary key of a table consists of one or more fields that uniquely identify each row you store in the table. Often, there is a unique identification number, such as an ID number, a serial number, or a code, that serves as a primary key. For example, you might have a Customers table where each customer has a unique customer ID number. The customer ID field is the primary key of the table.

A good candidate for the primary key has several characteristics. First, it uniquely identifies each row. Second, it is never empty or null — there is always a value. Third, it rarely (ideally never) changes. Access uses primary key fields to quickly bring together data from multiple tables.

You should always specify a primary key for a table. Access automatically creates an index for the primary key, which helps speed up queries and other operations. Access also ensures that every record has a value in the primary key field, and that it is always unique.

When you create a new table in Datasheet view, Access automatically creates a primary key for you and assigns it a field name of ID and the AutoNumber data type. The field is hidden in Datasheet view, but you can see it if you switch to Design view.

### Switch to Design View

1. Right click the document tab, and then click **Design View**.

- or -

Right-click the table name in the Navigation Pane, and then click **Design View**.

- or -

Click **Design View** in the Access status bar.

To change or remove the primary key, or to set the primary key for a table that doesn't already have one, you must use Design view.

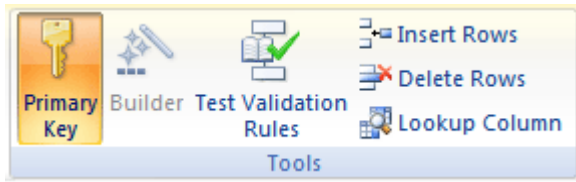
### Set or change the primary key

1. Open the table in Design view.
2. Select the field or fields you want to use as the primary key.

To select one field, click the row selector for the field you want.

To select more than one field, hold down the CTRL key and then click the row selector for each field.

3. On the **Design** tab, in the **Tools** group, click **Primary Key**.



A key indicator is added to the left of the field or fields that you specify as the primary key.

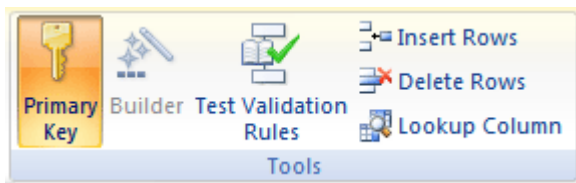
### Remove the primary key

1. Open the table in Design view.
2. Click the row selector for the current primary key.

If the primary key consists of a single field, click the row selector for that field.

If the primary key consists of multiple fields, click the row selector for any field in the primary key.

3. On the **Design** tab, in the **Tools** group, click **Primary Key**.



The key indicator is removed from the field or fields you previously specified as the primary key.

**NOTE** When you save a new table without setting a primary key, Access prompts you to create one. If you choose **Yes**, Access creates an ID field that uses the AutoNumber data type to provide a unique value for each record. If your table already includes a AutoNumber field, Access uses it as the primary key.

[↑ Top of Page](#)

## Set field properties

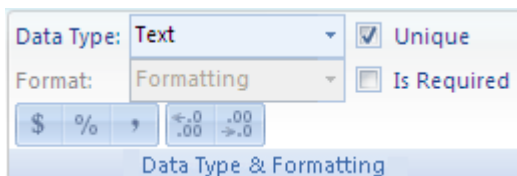
You can control the appearance of information, prevent incorrect entries, specify default values, speed up searching and sorting, and control other appearance or behavior characteristics by setting field properties. For example, you can format numbers to make them easier to read, or you can define a validation rule that must be satisfied for information to be entered in a field.

The data type of the field determines the properties you can set. For example, the **AppendOnly** property applies only to a field that is set to the Memo data type. You cannot set this property on a field with any other data type.

Access uses the field property settings when you view and edit data. For example, the **Format**, **InputMask**, and **Caption** properties affect how your information appears in table and query datasheets. In addition, any controls on new forms and reports that are based on the fields in the table inherit these same property settings by default. You use other properties to set a default value for a field or to require a user to enter a value, which Access enforces whenever you add or edit data in the table.

### Set a field property for a table in Datasheet view

1. Open the table in Datasheet view.
2. Click in the field for which you want to set the property.
3. On the Datasheet tab, in the **Data Type & Formatting** group, select one of the following commands:



4.
  - **Unique** — Sets the **Indexed** property.
  - **Is Required** — Toggles the setting of the **Required** property. If it was set to **Yes**, it is set to **No**. If it was set to **No**, it is set to **Yes**.

You can set only a few of the available field properties in Datasheet view. To set additional field properties, you must open the table in Design view.

To have access to and set the complete list of field properties, you must use Design view.

### Set a field property for a table in Design view


1. Open the table in Design view.
2. In the upper portion of the table design grid, click the field for which you want to set properties (or move to the field by using the arrow keys).
3. Access displays the properties for this field in the lower portion of the table design grid. The data type of the field determines the properties you can set.
4. In the lower portion of the window, under **Field Properties**, click the box for the field property you want to set. Alternatively, you can press F6 and then move to the property by using the arrow keys.
5. Type a setting for the property or, if an arrow appears at the right side of the property box, click the arrow to choose from a list of settings for the property.

The following table lists the available field properties.

Use this field property	To
FieldSize	Set the maximum size for data stored as a Text, Number, or AutoNumber data type.
Format	Customize the way the field appears when displayed or printed.
DecimalPlaces	Specify the number of decimal places to use when displaying numbers.
NewValues	Set whether an AutoNumber field is incremented or assigned a random value.
InputMask	Display editing characters to guide data entry.
Caption	Set the text displayed by default in labels for forms, reports, and queries.
DefaultValue	Automatically assign a default value to a field when new records are added.
ValidationRule	Supply an expression that must be true whenever you add or change the value in this field.
ValidationText	Enter text that appears when a value violates the ValidationRule expression.

Required	Require that data be entered in a field.
AllowZeroLength	Allow entry (by setting to Yes) of a zero-length string ("" ) in a Text or Memo field.
Indexed	Speed up access to data in this field by creating and using an index.
UnicodeCompression	Compress text stored in this field when a large amount of text is stored (> 4,096 characters)
IMEMode	Control conversion of characters in an Asian version of Windows.
IMESentenceMode	Control conversion of characters in an Asian version of Windows.
SmartTags	Attach a smart tag to this field.
AppendOnly	Allow versioning (by setting to Yes) of a Memo field.
TextFormat	Choose Rich Text to store text as HTML and allow rich formatting. Choose Plain Text to store only text.
TextAlign	Specify the default alignment of text within a control.
Precision	Specify the total number of digits allowed, including those both to the right and the left of the decimal point.
Scale	Specify the maximum number of digits that can be stored to the right of the decimal separator.

If you want more space to enter or edit a property setting in the property box, press SHIFT+F2 to display the **Zoom** box. If you are entering an input mask or validation

expression and would like help in building it, click  next to the property box to display the appropriate builder.

6. To save your changes, click **Save** on the **Quick Access Toolbar**.

-or-

Right-click the table's document tab, and then click **Save** on the shortcut menu.

-or-

Click the **Microsoft Office Button** , and then click **Save**.

The following table provides additional information about the **FieldSize**, **Format** and **New Values** field properties.

FieldSize property	Description
Text	Enter a value from 1 to 255. Text fields can range from 1 to 255 characters. For larger text fields, use the Memo data type.
Number	<p>Select one of the following:</p> <ul style="list-style-type: none"><li>↓ Byte — For numeric values that range from 0 to 255. Storage requirement is a single byte.</li><li>↓ Integer — For numeric values that range from -32,768 to +32,768. Storage requirement is two bytes.</li><li>↓ Long Integer — For numeric values that range from -2,147,483,648 to +2,147,483,647. Storage requirement is four bytes.</li></ul> <p><b>TIP</b> Use Long Integer for storing as a foreign key the value that appears in another table's primary key AutoNumber field.</p> <ul style="list-style-type: none"><li>↓ Single — For numeric floating point values that range from <math>-3.4 \times 10^{38}</math> to <math>+3.4 \times 10^{38}</math> and up to seven significant digits. Storage requirement is four bytes.</li><li>↓ Double — For numeric floating point values that range from <math>-1.797 \times 10^{308}</math> to <math>+1.797 \times 10^{308}</math> and up to fifteen significant digits. Storage requirement is eight bytes.</li><li>↓ Replication ID — For storing a globally unique identifier required for replication. Storage requirement is sixteen bytes. Note that replication is not supported using the .accdb file format.</li><li>↓ Decimal — For numeric values that range from <math>-9.999... \times 10^{27}</math> to <math>+9.999... \times 10^{27}</math>. Storage requirement is twelve bytes.</li></ul>
AutoNumber	<p>Select one of the following:</p> <ul style="list-style-type: none"><li>↓ Long Integer — For unique, numeric values that</li></ul>

range from 1 to +2,147,483,648 when the New Values field property is set to Increment, and -2,147,483,648 to +2,147,483,647 when the New Values field property is set to Random. Storage requirement is four bytes.

- ↓ Replication ID — For storing a globally unique identifier required for replication. Storage requirement is sixteen bytes. Note that replication is not supported using the .accdb file format.

## Format property

**Text** You can define a custom format. For more information, see [Format data in tables, forms, and reports](#).

**Number** Select one of the following:

- ↓ **General Number** — Displays the number as entered.  
  
For example, 3456.789 becomes 3456.789
- ↓ **Currency** — Displays the number using the thousand separator, and applies the settings in the Regional and Language Options in the Control Panel for negative amounts, decimal and currency symbols, and decimal places.  
  
For example, 3456.789 becomes \$3,456.79
- ↓ **Euro** — Displays the number using the Euro currency symbol, regardless of the symbol specified in the Regional and Language Options.
- ↓ **Fixed** — Displays at least one digit and applies the settings in the Regional and Language Options in the Control Panel for negative amounts, decimal and currency symbols, and decimal places.  
  
For example, 3456.789 becomes 3456.79
- ↓ **Standard** — Displays the number using the thousand separator and applies the settings in the Regional and Language Options in the Control Panel for negative amounts, decimal symbols, and decimal places. This format does not display a currency symbol.

For example, 3456.789 becomes 3,456.79

- ↓ Percent — Multiplies the value by 100 and displays the number with a percent sign added to the end. Applies the settings in the Regional and Language Options in the Control Panel for negative amounts, decimal symbols, and decimal places.

For example, 0.3456 becomes 35%

- ↓ Scientific — Displays the value in standard scientific notation.

For example, 3456.789 becomes 3.46E+03

#### Date/Time

Select one of the following predefined display formats:

- ↓ General Date — Displays the value using a combination of the Short Date and Long Time settings.
- ↓ Long Date — Displays the value using the Long Date setting from the Regional and Language Options settings in the Control Panel.
- ↓ Medium Date — Displays the value using the format dd-mmm-yy (14-Jul-06, for example).
- ↓ Short Date — Displays the value using the Short Date setting from the Regional and Language Options in the Control Panel.
- ↓ Long Time — Displays the value using the Time setting in the Regional and Language Options in the Control Panel.
- ↓ Medium Time — Displays the value using the format HH:MM PM where HH is the hour, MM is the minute, and PM is either AM or PM. The hour can range from 1 to 12. The minute can range from 0 to 59.
- ↓ Short Time — Displays the value using the format HH:MM where HH is the hour and MM is the minute. The hour can range from 0 to 23 and the minute from 0 to 59.

#### Yes/No

Select one of the following:

- ↓ True/False — Displays the value as either True or

False.

- ↓ Yes/No — Displays the value as either Yes or No.
- ↓ On/Off — Displays the value as either On or Off.

**NOTE** In the above, On, True and Yes are equivalent. False, No and Off are also equivalent.

## New Values property

AutoNumber Select one of the following (for the AutoNumber data type only):

- ↓ Increment — Start value at 1 and increment by 1 for each new record.
- ↓ Random — Start with a random value and assign a random value to each new record.

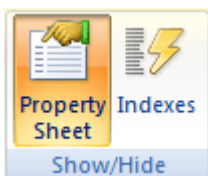
[↑ Top of Page](#)

# Set table properties

In addition to field properties, you can set properties that apply to an entire table and to entire records. You set these properties in the table's property sheet.

## Set a table property

1. Open the table in Design view.
2. On the **Design** tab, in the **Tools** group, click **Property Sheet**.




The table's property sheet is displayed.

3. Click the box for the property you want to set.
4. Type a setting for the property.

The following table lists the available table properties.

Use this table property	To
Description	Provide a description of the table.
DefaultView	Set Datasheet, PivotTable, or PivotChart as the default view when you open the table.
ValidationRule	Supply an expression that must be true whenever you add a record or change a record.
ValidationText	Enter text that appears when a record violates the ValidationRule expression.
Filter	Define criteria to display only matching rows in Datasheet view.
OrderBy	Select one or more fields to specify the default sort order of rows in Datasheet view.
SubdatasheetName	Specify whether a subdatasheet should appear in Datasheet view, and if so, which table or query should supply the rows in the subdatasheet.
LinkChildFields	List the fields in the table or query used for the subdatasheet that match this table's primary key field(s).
LinkMasterFields	List the primary key field(s) in this table that match the child fields for the subdatasheet.
SubdatasheetHeight	Specify whether to expand to show all available subdatasheet rows (the default) when opened, or set the height of the subdatasheet window to show when opened.
SubdatasheetExpanded	Set whether to expand all subdatasheets when you open the table.
Orientation	Set the view orientation, according to whether your language is read left-to-right, or right-to-left.
DisplayViewsOnSharePoint	Specify whether forms and reports associated with this table should be available on the <b>View</b> menu in Windows SharePoint Services if the database is published to a SharePoint site.
FilterOnLoad	Automatically apply the filter criteria in the Filter property (by setting to Yes) when the table is opened in Datasheet view.
OrderByOnLoad	Automatically apply the sort criteria in the OrderBy property (by setting to Yes) when the table is opened in Datasheet

view.

If you want more space to enter or edit a setting in the property box, press SHIFT+F2 to display the **Zoom** box. If you are setting the **ValidationRule** property to an expression and would like help in building it, click  next to the **ValidationRule** property box to display the Expression Builder.


5. To save your changes, click **Save** on the **Quick Access Toolbar**.

-or-

Right-click the table's document tab, then click **Save** on the shortcut menu.

-or-

Click the **Microsoft Office Button** , and then click **Save**.

 [Top of Page](#)

## See Also

 [Database design basics](#)