

## TYPES OF DATA FIELDS

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When creating a table in Access, there are several different field types that may be used. Each of these field types serves a particular purpose. These field types are described in this document.

### ❖ Text Fields

- These fields represent attributes or short descriptions of objects.
- They are used for names, addresses, state names, color, size, manufacturer, and so forth.

### ❖ Memo Fields

- This type of field is used for long text descriptions or comments.
- This field expands to fit the length of the entry in each record, up to a maximum of 64,000 characters per field.

### ❖ Number Fields

- This field type is used for quantitative measurements about items in a database.
- It should be used when you want to perform arithmetic operations on a field.
- Examples of the type of data for this field type are: Number of Shares, Number of Credit Hours Earned, Grade Point Average.

### ❖ Date/Time Fields

- This type of field contains date and time information about events.
- Examples of data for this type of field are: Date of Birth, Course Drop Date.

### ❖ Currency Fields

- This field type is used to store numeric amounts.
- By default these fields show a dollar sign and two decimal places.

### ❖ AutoNumber Fields

- This is a special number field that increases by one number for each record when a new record is added.
- The number usually starts with the number one and increases by one as each new record is entered.

### ❖ Yes/No Fields

- This field type can contain only the values Yes (True) or No (False).
- It can be used to reflect whether a condition has been met or not.

### ❖ Hyperlink

- These fields are used to insert hyperlinks, such as e-mail addresses or Web addresses, into a table.
- The link can be activated while in the database by clicking on the link.

### ❖ Lookup Wizard

- This option is used to set up a list of data that can be accessed when inputting data.
- When this option is chosen, a wizard will appear that walks the creator of the table through the steps of setting up the list.
- When the field is clicked, a list arrow will appear where information can be accessed.