

WAYS TO CREATE A TABLE

There are three different ways to create a Table in Access. These options are:

❖ **Create a Table in Design View**

- When this option is used, the field names are defined by the user.
- The properties for the table are specified by the person creating the table.

❖ **Create a Table by Using a Wizard**

- ❖ This option provides a step-by-step process of creating a table.
- ❖ Different table attributes are provided for the table.
- ❖ Different categories of tables can be defined using this option.

❖ **Create a Table by Entering Data**

- With this option, the data is entered directly into the table.
- The columns (field names) are labeled Field 1, Field 2, Field 3, and so forth.
- The field names can be defined after the table has been created.

