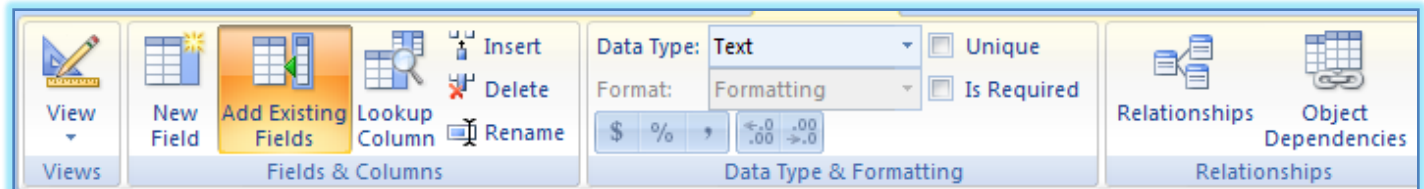


## Table Tools Datasheet Tab

This tab is used to change attributes for a table such as adding new fields, and changing the type and size of fields. The table below lists and describes each of the groups and buttons on this ribbon.



Group/Button	Description
<b>View Group</b>	
<b>View</b>	Click this button to change the view for the table to Datasheet View, PivotTable View, PivotChart View, or Design View.
<b>Fields and Columns Group</b>	
<b>New Field</b>	This button is used to insert a new field (column) into the table. A gallery of fields will display. Click one of the fields in the list to add it to the table.
<b>Add Existing Fields</b>	To add a new field to a table that is based on an existing field, click this button.
<b>Lookup Column</b>	Use this button to insert a Lookup Column into the table. When this button is clicked, the Lookup Wizard will display. With this wizard, the acceptable values for the field can be specified. When values for a field are specified, only those values may be entered into the field.
<b>Insert</b>	Click this button to insert a new field into the table just before the field where the insertion point is located. After the field is inserted, the field type can be specified.
<b>Delete</b>	To delete a field from a table, click this button. A message will appear asking whether the field is to be deleted.
<b>Rename</b>	Use this button to change the name of the selected field. The field name will appear in black. Type the new name into the field name area.
<b>Data Type and Formatting Group</b>	
<b>Data Type</b>	This button is used to specify the type of data for the selected field. The different data types are described in the document titled Types of Data which can be found on the Access 2007 Training Web Page.
<b>Format</b>	Click this button to specify the type of format to apply to the selected field. Each field has different formatting options. If the box is not active, it means formatting cannot be applied to that field.
<b>Apply Currency Format</b>	When a number or currency field type is selected, this button allows for currency formatting to be applied to the field.
<b>Apply Percent Format</b>	To change the data in a number field so it displays as a percentage, click this button.

<b>Group/Button</b>	<b>Description</b>
<b>Apply Comma Number Format</b>	This button is used to insert a comma to mark the thousands place in a number field. Thousands formatting is automatically applied to a currency field.
<b>Increase Decimals</b>	Click this button to increase the number of decimal places in a number field.
<b>Decrease Decimals</b>	Use this button to decrease the number of decimal places in a number field.
<b>Unique</b>	To make all the entries in this field unique to that record only, click this button. When this option is chosen, a value can only be used one time for entries in this field.
<b>Is Required</b>	This button is used to specify that the field must have a value in it for each record in the table.
<b>Relationships Group</b>	
<b>Relationships</b>	Use this button to specify how the data in two tables, such as an ID, is related.
<b>Object Dependencies</b>	This button is used to show how objects in a database, such as queries or other tables, are related to a selected table.