

TYPES OF DATA FIELDS

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

- Text fields represent attributes or short descriptions of objects.
- These fields are used for names, addresses, states, colors, sizes, manufacturers, and so forth

❖ Memo Fields

- Memo fields are 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

- Number fields are used to hold quantitative measurements about items in a database.
- This type of field would be used when you want to perform arithmetic operations on a field.
- Examples of number fields are: Number of Shares, Number of Credit Hours Earned, or Grade Point Average.

❖ Date/Time Fields

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

❖ Currency Fields

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

❖ AutoNumber Fields

- These are special number fields that increase by one number in each record.
- The number increases as new records are entered, usually starting with number one.
- The number in this type of field cannot be changed.

❖ Yes/No Fields

- These fields contain only the values Yes (True) or No (False).
- Sometimes they appear as a check box.
- They can be used to reflect whether a condition has been met or not.

✚ OLE Object

- This field data type stores images, documents, graphs, and other Microsoft Office objects.
- A bitmap image is made of the objects.
- These objects are stored in the Access field.

✚ 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.

✚ **Attachment**

- ✚ This field data type is used to attach images, spreadsheet files, documents, charts, and other types of supported files to the Access database.
- ✚ It is possible to view and edit the items stored in this data type.

✚ **Lookup Wizard**

- ✚ This option is used to set up a list of information that can be accessed when inputting data.
- ✚ When the field is clicked, a list arrow will appear where information can be accessed.
- ✚ These fields are not actually data types, but are used to set up look up fields.