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 serve a particular purpose.

TYPES OF DATA FIELDS

Field Type	Description
Short Text	✝ Short text fields represent attributes descriptions of objects. ✝ The field size can be up to 255 characters. ✝ These fields are used for names, addresses, states, colors, sizes, manufacturers, and so forth.
Long Text	✝ Long text 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	✝ 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	✝ 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	✝ This type of field is used to store numeric amounts. ✝ By default these fields show a dollar sign and two decimal places.
AutoNumber	✝ These are special number fields that increase by one number as each record is entered into the table. ✝ The number in this type of field cannot be changed.
Yes/No	✝ These fields contain only the values Yes (True) or No (False). ✝ Sometimes they appear as a check box. ✝ If a check box appears in the field, pressing the spacebar will fill in or remove the check mark. ✝ 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.

Field Type	Description
Calculated	✞ This field type shows the results of a calculation. ✞ The calculation must refer to other fields in the same table. ✞ The Expression Builder is used to create this type of field.
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.