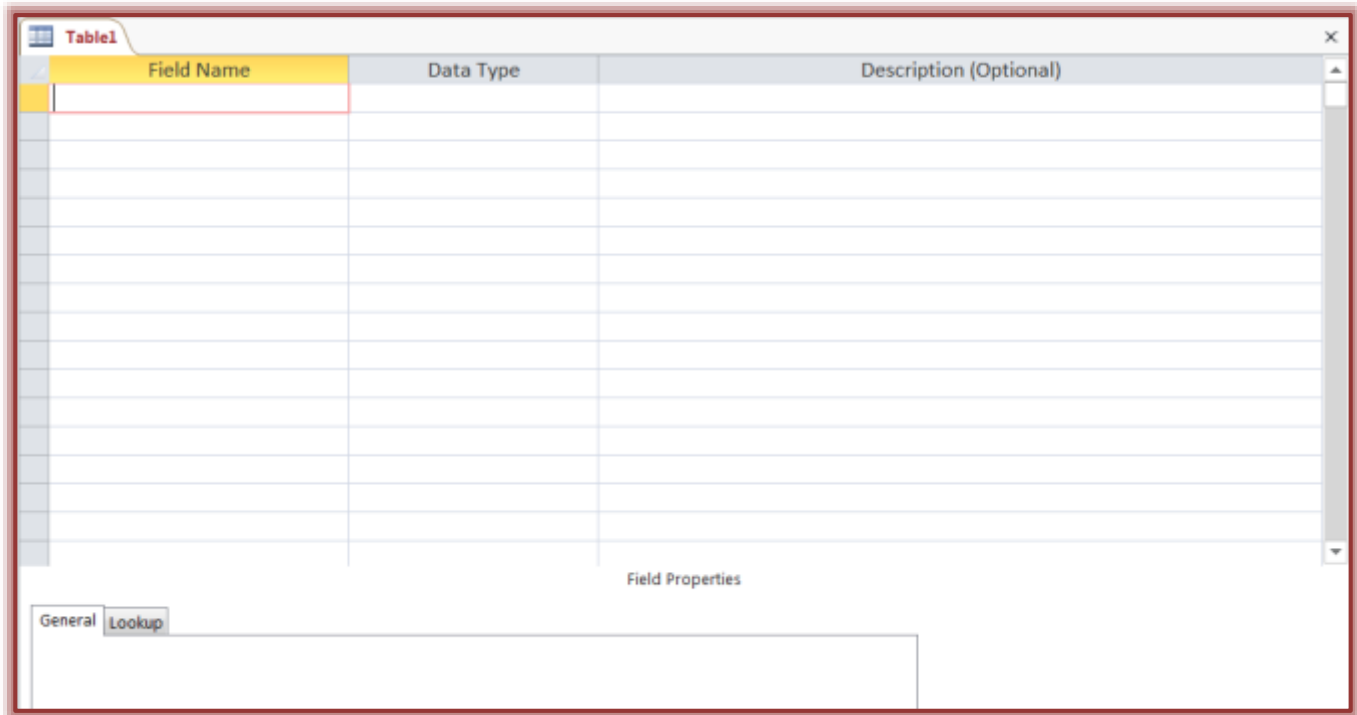


WAYS TO CREATE A TABLE

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

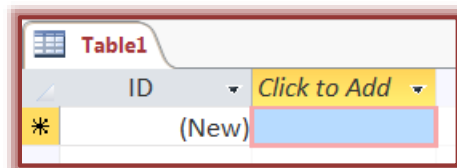
CREATE A TABLE IN DESIGN VIEW

- ✦ 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.
- ✦ It is possible to set field types and sizes, define indexing options, and define advanced table design features.
- ✦ For information on creating a table in **Design View**, click the **Create Table in Design View** link on the **Access 2013 Training Web Page**.



CREATE A TABLE IN DATASHEET VIEW

- ✦ This option is used to create a new blank table.
- ✦ Fields can be defined directly in the table or by accessing Design View.
- ✦ To add Fields to the table just click the **Click to add** link as shown in the illustration below.



- ✦ A list of Field Types will display.
- ✦ Select the **Field Type** and then input the **Field Name**.
- ✦ For information on creating a table in **Datasheet View**, click the **Create Table Using Datasheet View** link on the **Access 2013 Training Web Page**.