**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.

![Design View Example](image)

**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.

![Datasheet View Example](image)

- 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.