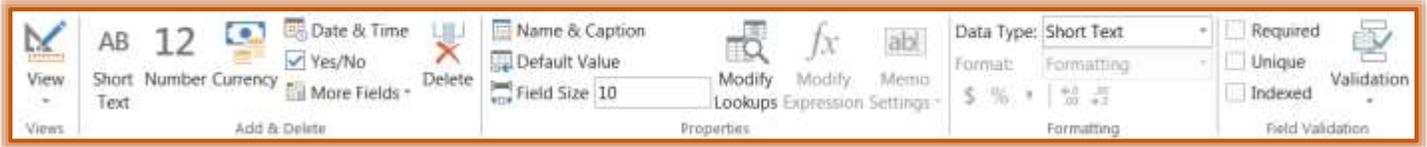


Table Tools Fields Tab

This tab is used to change attributes for a table in Datasheet View 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
View Group	
View	Click this button to change the view for the table to Datasheet View or Design View.
Datasheet View	Select this option to display the table in datasheet view. This is the view that displays the table in rows and columns.
Design View	To change the design of the table, click this button. The design grid will display with a list of the fields at the top and the field properties displayed at the bottom.
Add and Delete Group	
Short Text	This button is used to insert a new short text field type into a table. The field will be inserted directly after the one where the insertion point is located.
Number	Use this button to insert a new number field type into a table in Datasheet View. The field will be inserted directly after the one where the insertion point is located.
Currency	To insert a new currency field type into a table in Datasheet View, click this button. The field will be inserted directly after the one where the insertion point is located.
Date and Time	Click this button to insert a new date and time field type into a table in Datasheet View. The field will be inserted directly after the one where the insertion point is located.
Yes/No	This button is used to insert a new Yes/No field type into a table in Datasheet View. The field will be inserted directly after the one where the insertion point is located.
More Fields	When this button is clicked a list of different field types will display. These field types are listed in categories such as Basic, Number, Date and Time, Yes/No, and Quick Start.
Delete	To delete a field from the table click this button. A message will appear verifying that the field is to be removed.
Properties Group	
Name and Caption	This button is used to change the name and/or the caption for a selected field. When the button is clicked, a dialog box for making the changes will appear.
Default Value	A default value is used to save time when entering data into a table. The specified value will appear in the field. This value can be changed.

Group/Button	Description
Field Size	Use this button to change the field size for a selected field in a table. The field size cannot be changed for some field types such as Yes/No, Date and Time, and Hyperlink.
Modify Lookups	To change the values or add additional values to a Lookup list, click this button. The Lookup Wizard dialog box will display when the button is clicked.
Modify Expression	Click this button to modify or edit a calculated field type. The Expression Builder window will display when the button is clicked.
Memo Settings	This button is used to change the settings for the memo field. The options are Append only or Rich Text.
Formatting Group	
Data Type	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 Fields which can be found on the Access 2013 Training Web Page.
Format	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.
Apply Currency Format	When a number or currency field type is selected, this button allows for currency formatting to be applied to the field.
Apply Percent Format	To change the data in a number field so it displays as a percentage, click this button.
Apply Comma Number Format	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.
Increase Decimals	Click this button to increase the number of decimal places in a number field.
Decrease Decimals	Use this button to decrease the number of decimal places in a number field.
Field Validation Group	
Required	This button is used to specify that the field must have a value in it for each record in the table.
Unique	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. This is the default for the AutoNumber field type.
Indexed	This button is used to create an index. Indexes help to improve the performance of queries that sort or filter by an indexed field.
Validation	Validation is used to restrict information that can be entered into a field or record. Click this button to see the list of available options for setting up a validation rule.