

---

---

## Access 2007 Table

### Create and Format Tables in Access 2007

#### I. What is Table?

A table is constructed with a field or many fields and it is used for storing data or information. The data can be student information, teachers' information, employees' information, etc.

#### II. How to Create a Table

In Microsoft Access 2007, we can create a table in three ways. They are:

- Creating a table with Datasheet View
- Creating a table with Table Template
- Creating a table with Design View

#### 1. How to Create a Table with Datasheet View

It is the first way to create a table. You can create a table by following the steps below:

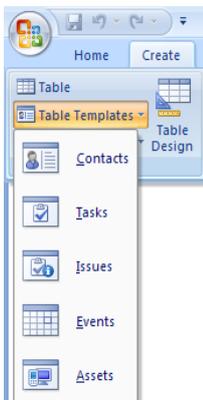
- Open any database files you created
- Click Create tab-->Click Table as figure below:



#### 2. How to Create a Table with Table Template

You can also create a table via Table Template by doing the similar steps:

- Open any database file you created
- Click Create tab-->Click Table Template as figure:



- Select any template you like

#### 3. How to Create a Table with Design View

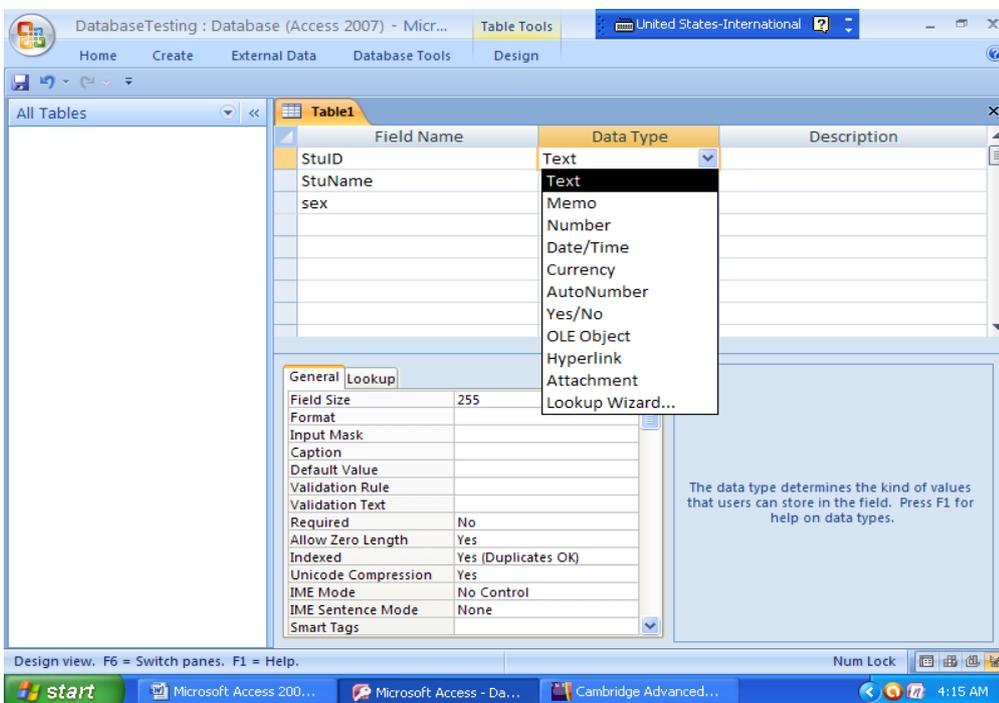
It is the last and popular way in creating a table; in this way you can create a table which

all features of a table are organized by yourself, such as field name, data type, field size, format, input mask, default value, required, etc. It is not far different from two ways above; you can do it by the following steps:

- Open any database files you created
- Click Create tab-->Click Table Design as figure:



After you follow the three steps above, you will see a figure as below:



It is a table in Design View format. As you see on the picture, there are three header columns: Field Name, Data Type and Description.

- Field Name: Where you have to write the field name of a table.
- Data Type: Data type determines the type of your data store in each field of the table.
- Description: It does not require-- you write description or not up to you.

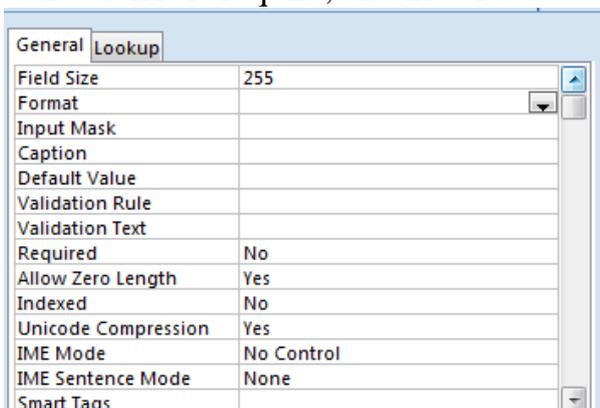
On the picture above, you saw many data types of field name that are extremely important for you to know them because you will use these data types when you create a table. Table below is about data types that can be used.

**Note:** You can create lookup wizard on a field of table if your table field has a data type as Text or Number.

Data Type	Description	Size
<b>Text</b>	Text or mix of text,as well as number doesn't use for calculation, such as telephone number, id number.	0 Up to 255 characters
<b>Memo</b>	The same of text data type but it is longer.	64Kb are 64000 characters
<b>Number</b>	Numeric data use in mathematic calculation	1, 2, 4, 8 bytes
<b>Date/Time</b>	Date and time values	8 bytes
<b>Currency</b>	Currency values or Numeric data used in mathematic calculation	8 bytes
<b>AutoNumber</b>	Number add to row automatically and uniquely	4 bytes
<b>Yes/No</b>	Boolean value(True/False)	4 bytes
<b>OLE Object</b>	Object such as graphic, Word, Excel ,etc.	1 Gygabyte
<b>Hyperlink</b>	Text or number stored as text and use as Hyperlink Address or URL such as Website.	2048 bytes
<b>Attachment</b>	Use for many types of data and attach them like email's attachment file.	
<b>Lookup Wizard</b>	Create default value for selecting when enter data into table.	

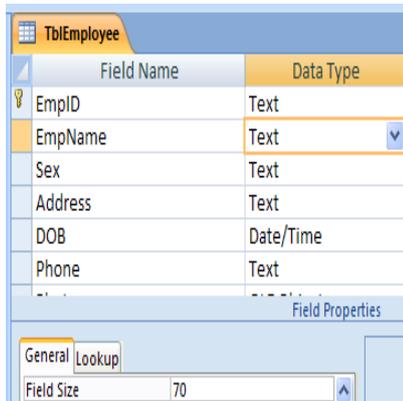
### III. Define Format of a table field

When you start to create a table, you must know the important properties of table field. Those properties are field size, format, input mask, default value, validation text, validation rule require, and indexed.



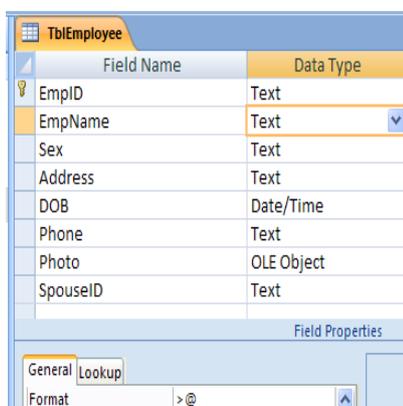
#### 1. Field Size Property

The field size is used to set the size of a field. The field size property is applied to text and number field. For a text field(field to store text value), the field size specifies the number of characters that can be entered in to the field. For a number field(field to store numerical value) the value of the field size can be Byte, Integer, Long Integer, Single, Double, etc. For instance, we want to set field size on employee name; this field can enter only 70 characters. To do so, you have to set number in front of field size as figure:



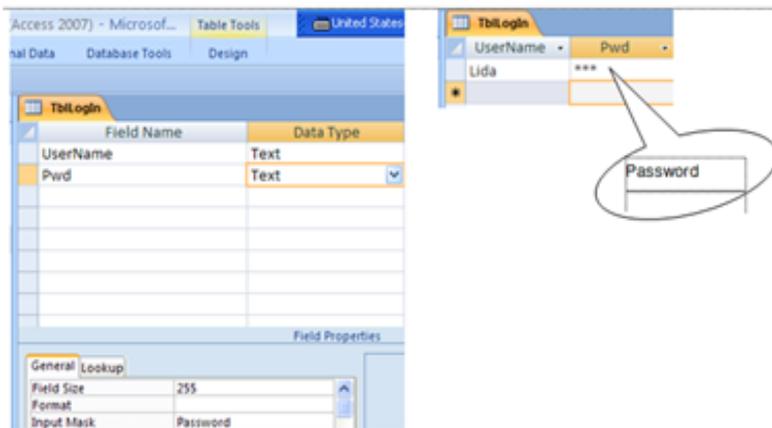
## 2. Format Property

When you create a table, you can set format to customize the fields you like. Those fields maybe have data type as text, number, currency or date/time. For example, you want all names of employees are capital letters when it display. You have to set it as figure:



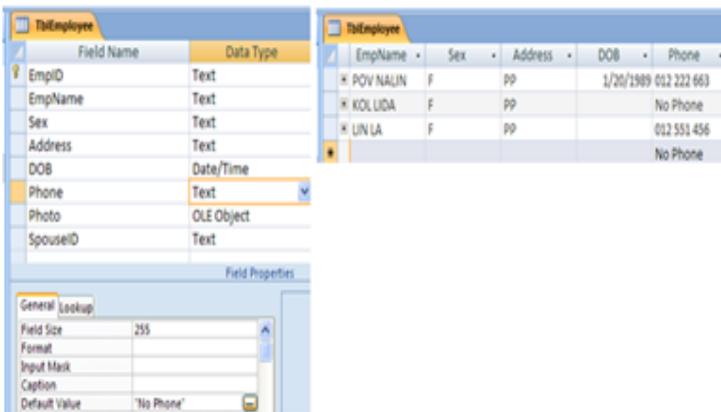
## 3. Input Mask Property

By using Input Mask property, you can select a pattern you think it is suitable for your data display. To use this property, your type of data must be text or Date/Time data type. The example below shows the using of input mask, a password pattern; when you enter your password number in a field password, it will display asterisk sign instead of number.



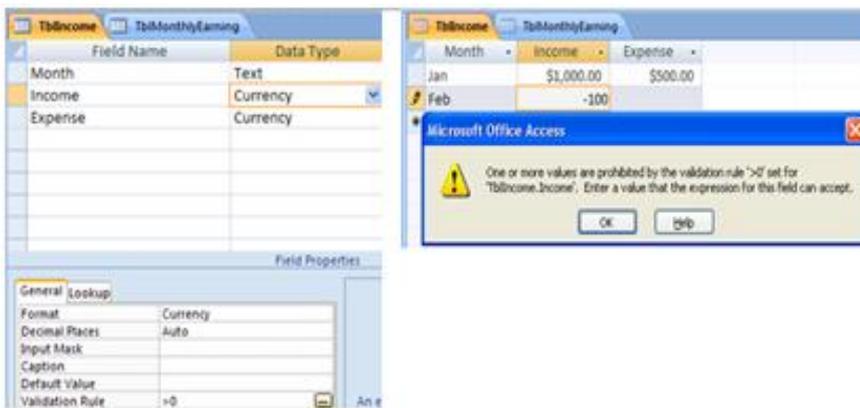
#### 4. Default Value Property

You can use this property to predefine a value of the field. By setting the default value, this value will display when you open a table. For example you want set the word “No Phone” on phone field of a table in order to inform you when you didn’t enter data on the field. The figure below will show you how to do this work.



#### 5. Validation Rule Property

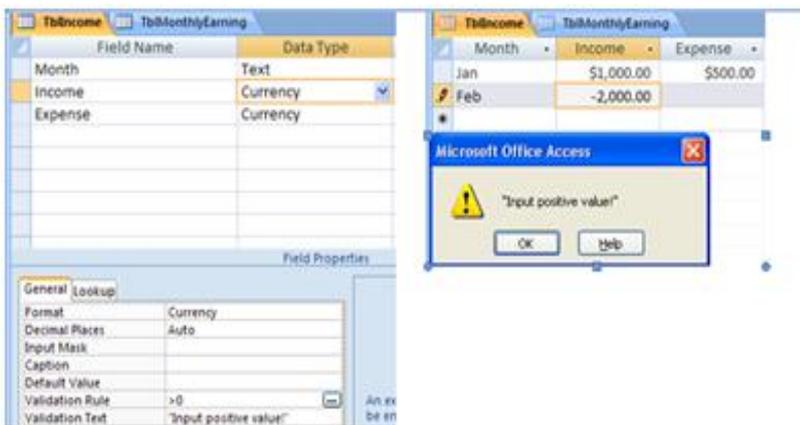
Validation Rule Property allows you to limit or control what you want users to enter on a table field. In order to avoid errors, you should use this property. It can help you to save the time for problem solving. For instance, you want to set condition on income field, only positive number is possible. In case, you enter negative number the message will display to inform you to enter the correct value. To define validation rule follow the figure below:



Through example above, you may wonder what data type can you use with validation rule? The answer is all data type of field. In addition, you can set other conditions besides example above such as “Male or Female”, “>100 and <1000”, “<=150” and so on.

### 6. Validation Text Property

This property is used with validation rule property. The validation text displays when the user enters data that violate the validation rule. The figures below show how to set validation text and the alerted message.



### 6. Required Property

This property requires data to enter in a field. It has two values for you to choose “Yes” and “No”.

- Yes: Need to input data
- No: Not require data entry

Required	No
Allow Zero Length	Yes
Indexed	No

### 7. Indexed Property

This property allows your data searching and shorting faster but it is slow for data updating. There are two values for you to select when you use Indexed property. First Yes (Duplicates Ok) and last one Yes (No Duplicates).

- Yes (Duplicates Ok): Redundancy data was not allowed
- Yes (No Duplicates): Redundancy data was allowed

Indexed	No
Unicode Compression	No
IME Mode	Yes (Duplicates OK)
IME Sentence Mode	Yes (No Duplicates)