

Design View Elements→

Field Name -- Identifies the data in the field. The name should describe the data and can be up to 64 characters. You can use most letters, numbers, and spaces in a field name.

Data Type -- Identifies the type of data that you can enter and the type of operations that can be performed on that data. You can select one of nine data types from a drop-down list.

Description -- Optional explanation of the field that appears in the status bar when the insertion point is in the field.

Field Properties -- Characteristics or attributes of a field that controls how the data is stored and displayed.

Data Types→ identifies the type of information in the field.

Text	Stores alphanumeric data, such as names, addresses, or social security numbers. If a field has numbers that aren't used in calculations (phone numbers, policy numbers), you should design them as text fields. A text field can hold up to 255 characters.
Memo	Holds descriptive text such as sentences and paragraphs. A memo field cannot be stored or used in filters. It can be up to 64,000 characters long.
Number	Restricted to numbers with or without a decimal point. Data in a number field can be used in arithmetic calculations.
Date/Time	Stores formatted dates or times and allows these values to be used in date and time calculations
Currency	Holds monetary values that can be used in arithmetic calculations
AutoNumber	Causes Access to assign the next consecutive number when you add a record. It is sometimes known as a "counter" and is usually used as the primary key.
Yes/No	Restricted to one of two values, usually "yes" or "no," "true" or "false." Often called a "logical field."
OLE Object	Stores pictures, sound clips, or graphics created in another application. An OLE field cannot be sorted or used in filters.
Hyperlink	Stores and Internet address. The address is displayed so that when you click on it, Access immediately goes to that Internet site/page.
Lookup Wizard	Creates a field that displays values from another table or from a list of values you type. The Lookup Wizard helps you set the data type.

Field Properties → various settings and attributes that affect how a field looks and what it does. Field Properties depend on the data type.

Field Size	Sets the size of a text field and can be up to 255 characters. Access uses only the space it needs, even when the size is larger than the data.
Format	Defines the appearance of number and date fields. For example, you can set dates to appear like "May 5, 1999" or "05/05/99."
Input Mask	Displays formatting characters such as the parentheses around an area code or the hyphen in a social security number
Caption	Sets a label for a field other than the field name. The label appears as the column title in the table and as the label for the controls in forms and reports
Default Value	Assigns a value automatically to all-new records in a table. If all employees live in Illinois, you can set "IL" as the default value for the State field.
Validation Rule	Checks the data for the field to verify it conforms to the rule you entered. The following is an example of a validation rule: "C or E or F or D or T." This rule doesn't allow any character except "C," "E," "F," "D," or "T."
Validation Text	Displays an error message if you violate the validation rule. For the rule mentioned above, you might enter " you must enter C, E, F, D, or T for our products."
Required	Does not allow you to enter a record if this field is empty. Set this property to "yes" to require entry in a field.
Allow Zero Length	Allows for information that does not exist.
Indexed	Increases the speed of searches and queries, but may slow general operations. Set this to "Yes" for fields that you use often to find or sort records.