

Modifying a Table

Once you have created a table, you can modify it later by adding, deleting, and modifying its fields.

In this lesson, we'll look at how to work with views, fields and data types.

Display a table in Design View

1. Open the table in Datasheet View. Click the **Home** tab on the Ribbon and click the **View** button in the Views group.

Other Ways to Do Something:

Right-click the table in the Navigation Pane and select **Design View** from the contextual menu.

The table appears in Design View. Here you can add, delete, or modify the table's structure and fields.

Add/modify a field in Design View

1. In Design View, enter or edit a field name in the Field Name column, click in the Data Type column for that row, click the **Data Type** list arrow and select a data type for the field. Repeat as desired.

Change a field's data type

Because there are so many different types of data, Access offers several different types of fields. A field's data type determines the type of information that can be stored in a field. A field's data type restricts what type of information you can enter in a field. For example, you cannot enter text into a number field.

1. Display the table in Design View.
2. Click the field's **Data Type** box, click the list arrow, and select a data type from the list.

Table 3-2: Table Field Data Types provides descriptions of the different data types.

Other Ways to Modify a Table:

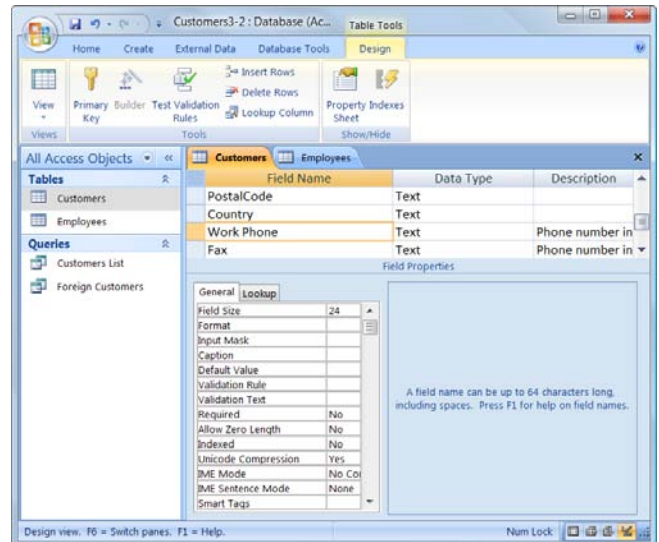
You can add fields and change data types in Datasheet view by using the commands on the Datasheet tab under Table Tools and by inserting predefined fields from the Field Templates pane.

Save table structure changes

Access automatically saves your work as you add or edit data, but when you make a change to an object's structure—such as adding a field to a table—you'll want to save the change.

Exercise

- **Exercise File:** Customers.accdb
- **Exercise:** Open the Customers table in Design View. Change the "Phone" field so it reads "Work Phone". Click the field's Data Type list arrow to view the other data types but leave "Text" selected. Save the change.


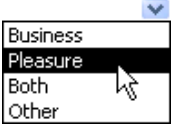


1. Click the **Save** button on the Quick Access Toolbar.

Tip: If you try to leave the window before saving, Access will prompt you to save your work. Click **Yes**.

Other Ways to Save:
Press **<Ctrl> + <S>**.

Table 3-2: Table Field Data Types

Data Type	Example	Description
Text	Legal Name: John Doe	Stores text, numbers, or a combination of both, up to 255 characters long. Text fields are the most common of all data types.
Memo	Notes: Sally displays a high amount of...	Stores long text entries—up to 64,000 characters long (the equivalent of 18 pages of text!). Use memo fields to store notes or anything else that requires a lot of space.
Number	Age: 31	Stores numbers that can be used in calculations.
Date/Time	Birthday: April 7, 1969	Stores dates, times, or both.
Currency	Price: \$84.95	Stores numbers and symbols that represent money.
AutoNumber	Invoice Number: 187001	Automatically fills in a unique number for each record. Many tables often contain an AutoNumber field that is also used as their primary key.
Yes/No	Employed? Yes	Stores only one of two values, such as Yes or No, True or False, etc.
OLE Object	 Photo:	Stores objects created in other programs such as a graphic, Excel spreadsheet, or Word document.
Hyperlink	Web Site: www.customguide.com	Stores clickable links to files on your computer, on the network, or to Web pages on the Internet.
Attachment	Document: Microsoft Word document with related data.	Stores attachments such as a Word document or photo.
Lookup Wizard	Purpose of trip: 	A wizard that helps you create a field whose values are selected from a table, query, or a preset list of values.