

## Creating a simple table in MS Access

- 1) After access has been opened and the desired database has been opened (or a new one created), click on the **Tables** button.
- 2) Click on the **New** button at the top of the screen.
- 3) A **New Table** dialog box will open. Select **Design View** and click **OK**.  
-You will see three columns: **Field Name**, **Data Type** and **Description**. A field is a column that contains particular information ie: Name, Address, etc. Field names can have up to 64 characters, including letters, numbers, and spaces. Do not begin a field name with a space. You also cannot use any of the characters that Access attaches special meanings to, such as a period, exclamation mark, and brackets. Using a mixture of uppercase and lowercase letters can help explain the field to the user but Access does not differentiate between cases in field names. The data type is the type of data you wish to store in the field ie: date, time, text, number, etc. The description is where you may enter in a brief description of the data you wish to be stored in that field or the type of data that is accepted.
- 4) Click in the first row of the field entry area and type the first field name.
- 5) Choose an appropriate data type from the Data Type drop-down list. You can make this field accept dates & times, memo sized notes, etc.
- 6) Enter an optional description which can provide additional information about the field. The description appears in the status bar when the field is selected in a datasheet or form.
- 7) When you are done naming your fields, click file, then click save. Give your table a meaningful name. You could use naming conventions to make it easier to determine what type of database object you are looking for. Naming a table with the prefix of “tbl” allows the user to know that the type of object they are looking at is a table ie: tblMailingList.
- 8) Click “view” then click “datasheet view”. Your table is now complete and ready to accept data.

\*\* After entering data, Microsoft Access automatically saves it. There is no need to save unless you are making design changes.