Learning Outcomes

- Discuss field name requirements
- Discuss types of data used in Microsoft Access

Field Names

A field name should be descriptive enough to identify the purpose of the field, without being overly long to prevent excessive typing. Enter the field name by placing the pointer in the first row of the Table Design window under the Field Name column. In order to ensure a valid field name, a field name:

- Cannot exceed 64 characters,
- Cannot include periods (.), exclamation points (!), accent grave (`), or brackets ([]),
- Cannot include spaces,
- Cannot include low-order ASCII characters,
- Cannot start with a blank space.

Practice Question

When creating field names, which is probably the most important best practice?

○ To mix alpha-numeric characters with special symbols to keep the name safe.
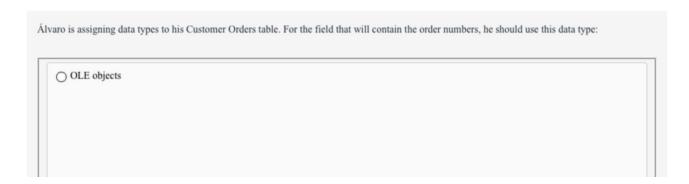
Data Types

The data type must be consistent with the data to be stored in the field. The "text" type is the most commonly used data type, including numbers that will not be added like social security or street address numbers. Here is a partial list of Access data types:

Data Type	Description
Short text	Alphanumeric characters
Long text	Alphanumeric characters
Number	Numeric values
Large Number	Numeric values
Date/Time	Date and time data
Currency	Monetary data
AutoNumber	Automatic number increments
Yes/No	Logical values: Yes/No, True/False, etc.
OLE Objects	Pictures, graphs, sound, video
Hyperlink	Line to an Internet resource
Attachment	External files
Calculated	Stores calculations based on other fields
Lookup Wizard	Displays data from another table

Practice Question

Álvaro is assigning data types to his Customer Orders table. For the field that will contain the order numbers, he should use this data type:

○ OLE objects

[See this interactive in the course material.](#)

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