

LOG ON TO ACCESS

Class VIII , Ch-2
PERIOD-3

CHANGING YOUR TOMORROW

➤ RULES FOR NAMING A FIELD

As you already know that a table has multiple fields and each field is unique to a table. Each field has its own name and data type. Following are some rules for naming a field:

- A field name can range from 1 to 64 characters.
- A field name can include letters, numbers, and some special characters. Generally, the underscore (_) sign is used.
- A field name cannot start with a blank space.
- A field name can be in the upper, lower, or mixed case.
- A field name cannot have a period (.), exclamation (!), brackets ([]), or the grave account.
- You can change the properties of a field name, i.e., storage size, format, and validation rule by specifying certain characteristics in the **Field Properties** pane.

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DATA TYPES

Data Types	Functions
Short Text	It is used to store text or a combination of text and numbers that does not require calculations, such as addresses and phone numbers. The fields with this data type can have a maximum of 255 characters.
Long Text	It stores text and numbers up to 65,536 characters. It is used for descriptive fields.
Number	It stores numeric information that you can use for calculations. A number data type can store integer values as well as decimal values. The maximum size of a number field can be 16 bytes.
Date/Time	It stores date and time values. You can display dates and times in various formats. The maximum size used by this data type is 8 bytes. Calculations related to date/time can be done in this field type.
Currency	This data type is used to store monetary data upto 8 bytes.
AutoNumber	It generates a sequential number whenever a new record is added to a table. The value in the AutoNumber field cannot be changed. It stores data as 4-byte values typically used to create an identify column, which uniquely identifies each record in a table.

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➤ **FIELD PROPERTIES**

A field property applies to a particular field in a table and defines the characteristics of that field. Each field in a table has its own set of properties that further defines the field and how it is used in the database. You can set the properties of a field in the **Design View** as well as in the **Datasheet View**.

TO SET FIELD PROPERTIES IN DESIGN VIEW

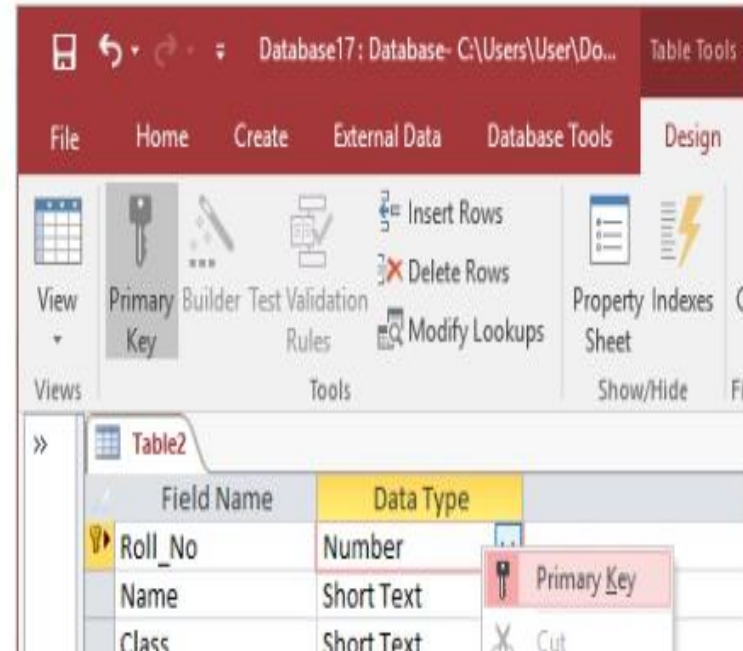
- Click on the field name for which you want to set the field properties.
- You will observe that the **General** tab is selected by default in the 'Field Properties' pane.
- Set the properties of all the fields as required.
- After finishing the task, you must save the table by clicking on the **Save** button on the **Quick Access Toolbar**. Or
Click on the **File** tab and select the **Save** option.

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PRIMARY KEY

Primary key is a standard feature of every database management system. A Primary key is a sort of a check on the table that every record in the table is unique. The field that is designated as the Primary key of a table neither can have duplicate data nor it can be left blank while entering the data.

Suppose, you have a Student table that contains records regarding



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HOME ASSIGNMENT

- What are the rules for naming a field?
- What is Primary key?
- What are the datatypes of Access 2016?
- How to set field properties?

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THANKING YOU

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