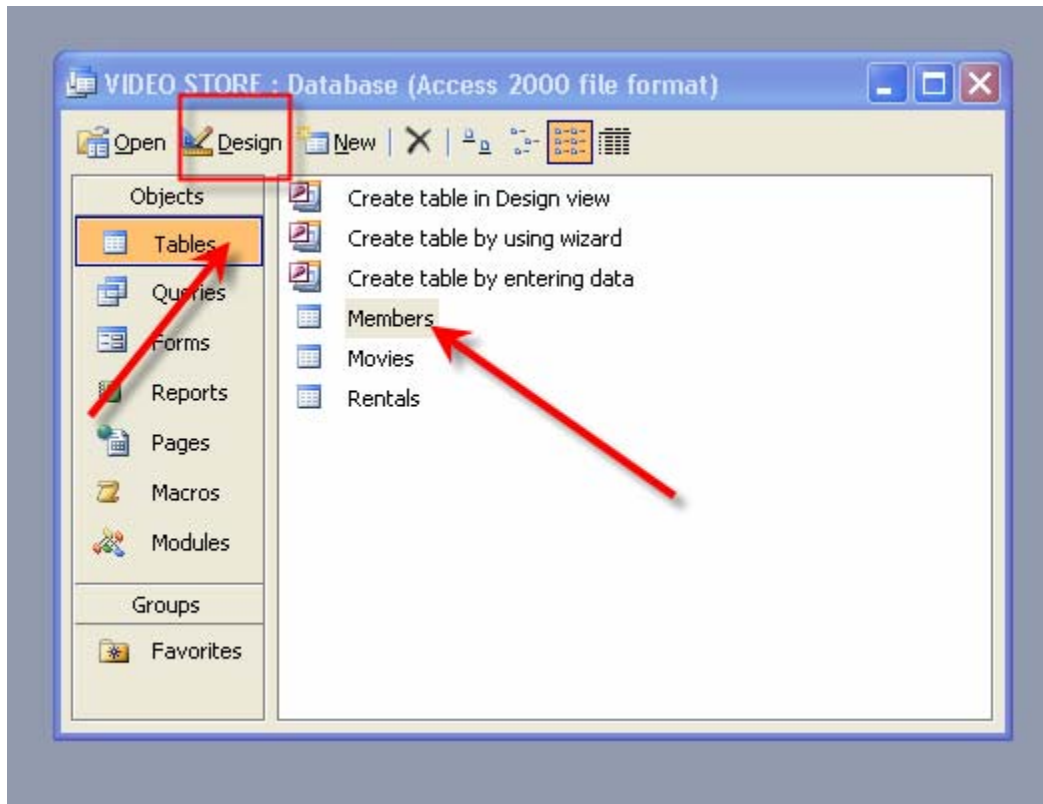


Adding a New Field to a Table in Design View

You can go back to the Wizard to add or change an existing table, but using **Design view** gives you the most control over a table that you are designing.



Click on the Design View button in the Menu Bar and you will see a list of all the fields in the currently selected table. Below the names of the fields are the properties for each field when it is selected. **Note: the F1 Key is extremely helpful when you are building a database in Design view.**

Members : Table

Field Name	Data Type	Description
MemberID	Text	ID of member
FirstName	Text	First name of member
LastName	Text	Last name of member
Phone	Text	Phone number of member with area code
Credit	Text	Type of credit card on file

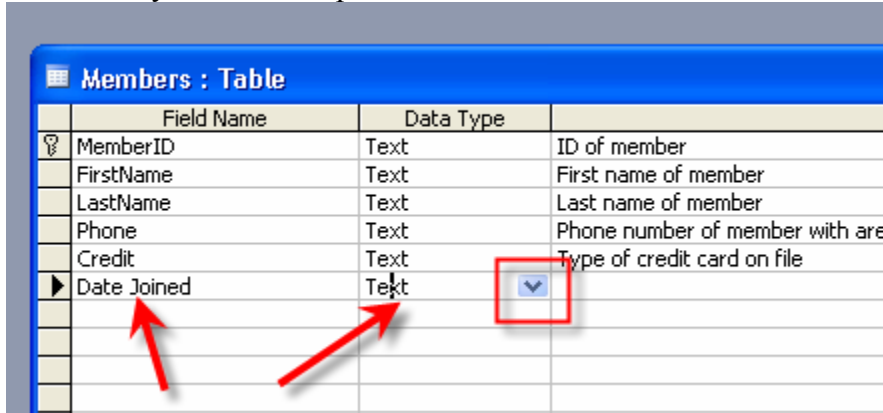
Field Properties

General Lookup

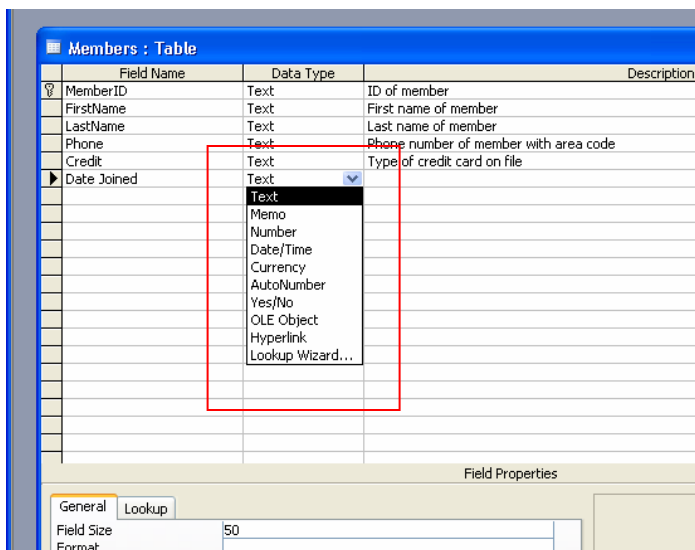
Field Size	4
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	No
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

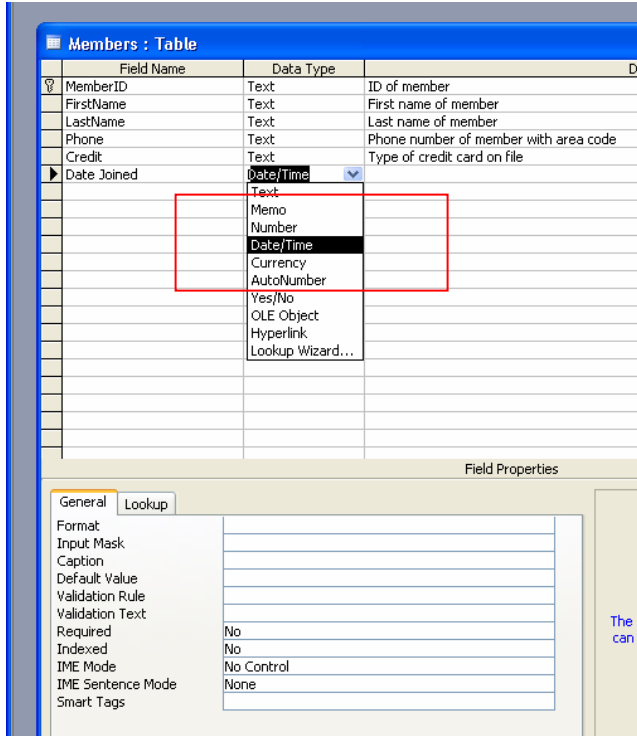
Type in the name of the new field (in this case, it's Date Joined) and click on the Data Type field next to it – you will see a pull-down arrow:



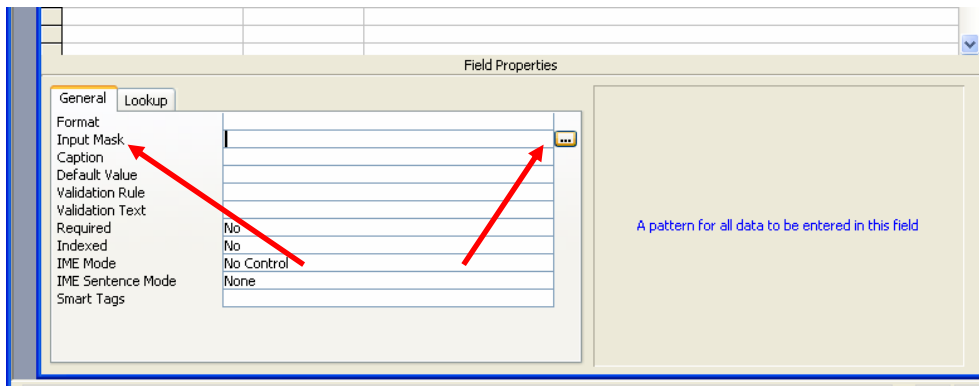
The menu give you a list of Data Types you may choose from. The default type is text and works for most fields, but sometimes you may want to format the field differently.



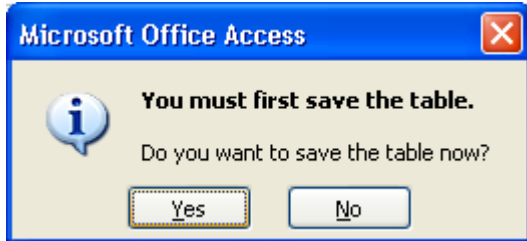
In this case, we want to choose a Date/Time format:



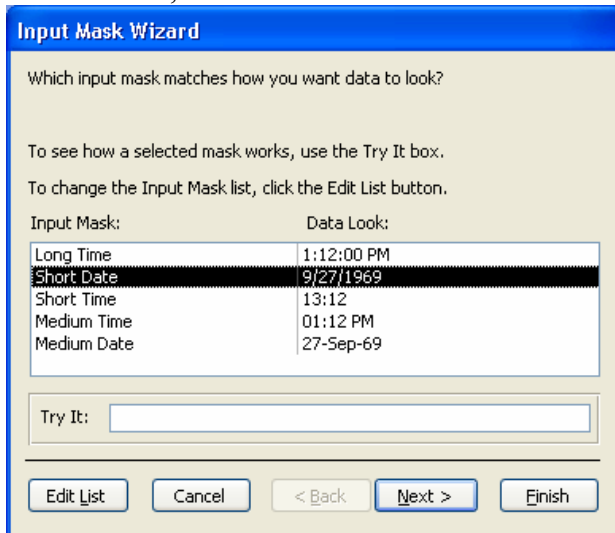
Now we make some choices in the Field Properties window – when we click on Format, we can see a list of Input Masks. When we click on Input Mask, three small dots appear that will list our format choices when clicked.



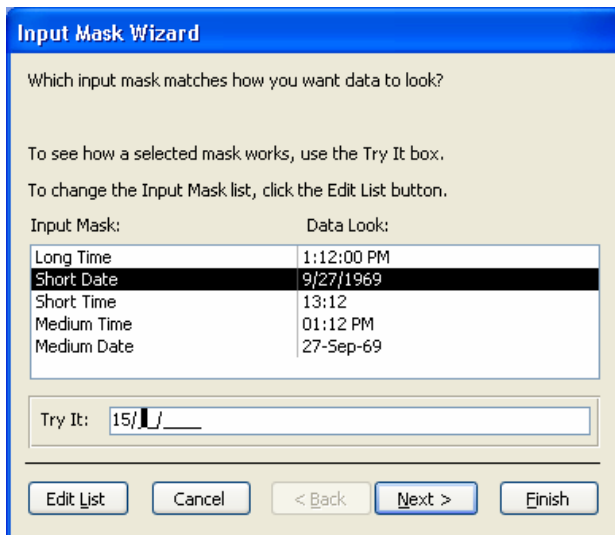
Access prompts us to save:



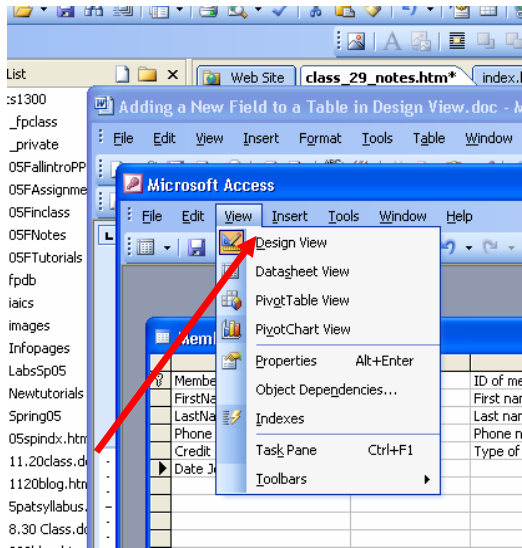
From the list, we choose Short Date:



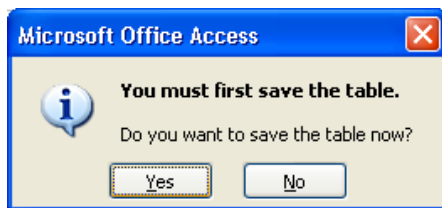
Access lets us test the format in the window – then we click Next and Finish.



We switch from Design view to Datasheet view:



Access prompts us to save:



In Datasheet view, we can see our new field with its formatting ready to go:

A screenshot of the Microsoft Access Datasheet view for a table named 'Members : Table'. The table has six columns: MemberID, FirstName, LastName, Phone, Credit, and Date Joined. The 'Date Joined' column is highlighted with a red box, and a red arrow points to it from the 'Date J' field in the previous image. The data in the table is as follows:

MemberID	FirstName	LastName	Phone	Credit	Date Joined
CS	Christian	Schmidt	(654) 555-8352	Visa	/ /
JF	Jill	Finelli	(456) 555-8746	Visa	
JH	Jackie	Hollander	(456) 555-7352	Visa	
JM	Jean	Montgolfier	(456) 555-9264	Discover	
JS	Juan	Santiago	(456) 555-9865	Master Card	
JS-2	Julie	Smith	(456) 555-9785	Visa	
LP	Louis	Pascal	(654) 555-6439	Discover	
NL	Nadia	Likorsky	(456) 555-8352	Master Card	
RG	Rudolph	Geiger	(456) 555-6286	Visa	
RG-2	Ryan	Greene	(654) 555-8371	Master Card	
SN	Student's	Name	(123) 555-1234	Visa	
*					