

Data Types

There are many types a data that a field can be predefined to hold. When you create a new field in a database you should closely match the data type to what will be entered into the field.

Text	Text, number, or a combination up to 255 characters
Memo	Similar to the text field, can contain text, numbers, or a combination up to 2 GB of data.
Number	Numbers up to 16 bytes of data
Date/Time	Date and Time information
Currency	Currency up to 8 bytes and precise to 4 decimal places
AutoNumber	Access creates a unique number for each new record. This is often the primary key for the table
Yes/No	Yes and No, stored as -1 for yes and 0 for no
OLE Object	Images, documents, graphs up to 2 GB
Hyperlink	Web addresses
Attachment	Attachments such as images, spreadsheets, documents, and charts.