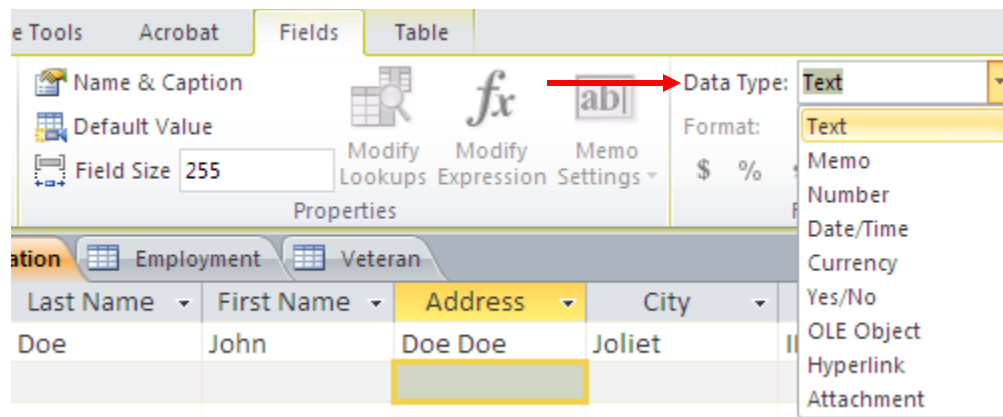


Editing Data Types in Fields

When creating tables, you should define the data types of the tables to most closely match the type of data that will be entered in the field.

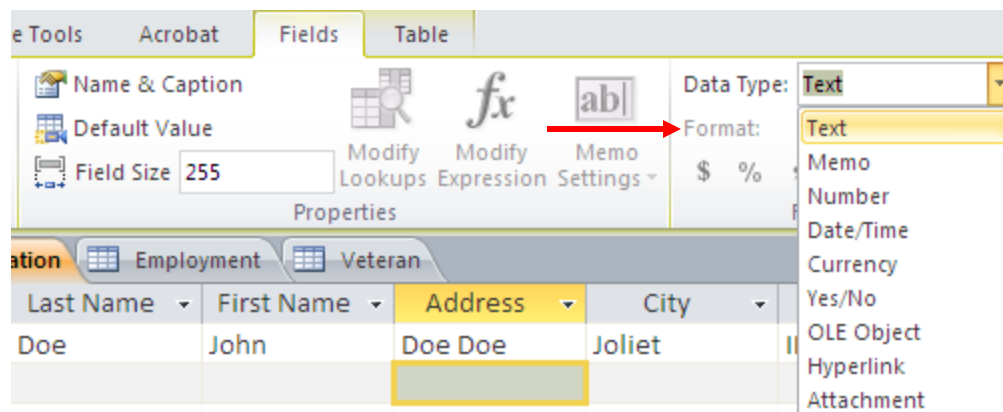
To edit the **Data Type** in **Datasheet View**:

- Click the field you wish to define
- Click the **Fields** tab on the Ribbon
- Click the down arrow next to **Data Type**
- Choose the type of data that will be entered into the field



To edit the format of the data:

- Click the field you wish to define
- Click the **Datasheet** tab on the Ribbon
- Click the down arrow next to **Format**



To edit the **Data Type** in the **Design View**:

- Click **Design View**
- Click the field name you wish to define or create a new field
- Click the **Data Type**
- Choose the appropriate **Data Type**
- Format the field in the **Field Properties Dialog box**

