**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

![Datasheet View Diagram]

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**