



Data Types and Field Properties

5.01 Understand database tables used in business

It's All in the Details



Let's dig a little deeper into the details of how data is formatted and represented in database tables

Data Types and Field Properties

- Data types and field properties are used to format data so that it can be used and managed
- The data type defines the value of a cell and the field property defines the format of the data within the cell

5.01 Understand database tables used in business.

Side 3

Text-based Data Types and Field Properties

- **Text** – used for data that will be sorted in alphabetical order or listed randomly, but will not be used in mathematical calculations
- **Yes/No** – a data type in toggle format that allows a user to select a yes or no value in a database cell

5.01 Understand database tables used in business.

Side 4

Text-based Data Types and Field Properties (continued)

- **Caption** – a field property used for column naming
- **LookUp Wizard** – a data type used to define preset values for database entries
- **Memo** – a data type used for lengthy entries that allows combinations of text and numbers
- **Input Mask** – a template-like field property that regulates how data is entered in a cell

5.01 Understand database tables used in business.

Side 5

Number-based Data Types and Field Properties

- **Number** – data type used for data that may be calculated, sorted, or filtered
- **Decimal places** – field property used to set the number of decimal places
- **Currency** – data type used to format numbers as decimal values with a dollar sign
- **Date** – data type used to arrange and sort data chronologically

5.01 Understand database tables used in business.

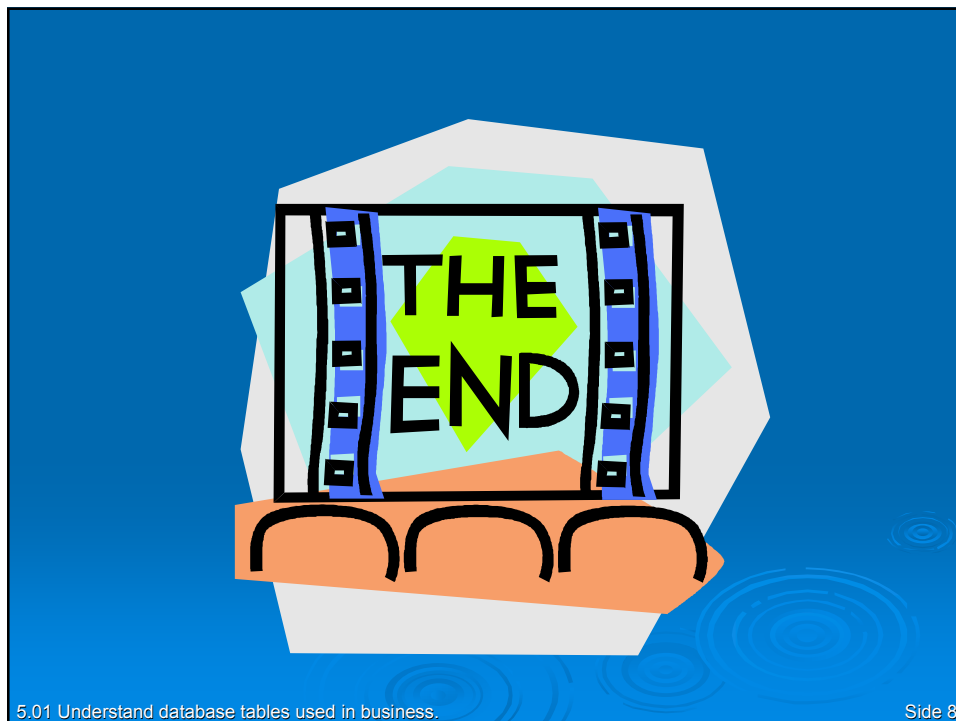
Side 6

Number-based Data Types and Field Properties

- **Time** – data type used to arrange and sort data chronologically
- **Auto Number** – data type used to automatically assign a number to each record and to assist in preventing duplication of data
- **Primary Key** – data type used to format each record in a database as a unique entity

5.01 Understand database tables used in business.

Side 7



5.01 Understand database tables used in business.

Side 8