

Student Name _____ Period _____ Date _____

DATA TYPES AND FIELD PROPERTIES

Directions: Record notes and answer the questions below while viewing the Data Types and Field Properties Power Point.

1. What is the function of a data type?

2. What is the function of a field property?

3. Why are data types important?

4. **Critical thinking:** If text is selected for the data type of a field and the field contains the birthdates of 50 employees, what will happen when the data is sorted?

5. What data types are available? Use the help feature of your software to briefly describe the purpose of each data type listed below. **Hint:** Select the first data type and press the F1 key

Data Type	Description
Text	
Memo	
Number	
Date/time	
Currency	

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Data Type	Description
AutoNumber	
Yes/No	
Lookup Wizard	

6. When should you change from the default data type?

7. Why are field properties important?

8. What field properties are available? Click on each field property listed below and view the descriptions as they appear in the right-hand pane. Describe each.

Field Property	Description
Field size	
Format	
Input mask	
Caption	

9. When should you set a field property?

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10. What are the steps for creating a database?

- 1). _____
 - a. _____
 - b. _____
 - c. _____
- 2). _____
- 3). _____
- 4). _____
 - a. _____
 - b. _____
- 5). _____