Field Types in Access:

Data Type	Description
Text	Accepts text up to 255 characters. Also used for uncountable number fields such as zip code, phone number, or social security number.
Memo	Accepts text up to 65536 characters.
Number	Accepts numbers for calculations.
Date/Time	Accepts dates and times.
Currency	Accepts monetary values.
AutoNumber	Automatically numbers each new record. Cannot be manually updated.
Yes/No	Accepts only either Yes/No or True/False.
OLE Object	Accepts OLE objects such as photos, spreadsheets, etc.
Hyperlink	Accepts hyperlinks to other documents, an email address, or website.

Table Field Formatting:

Symbol	Description
@	Text character (either a character or a space) is required.
&	Text character is not required.
<	Force all characters to lowercase.
>	Force all characters to uppercase.

Table Field Properties:

Field Properties	Description
Field Size	For Text: Accepts text up to 255 characters. Default is 50. For Numbers: Defined by type of number, such as Byte, Integer, Long Integer, etc.
Format	Defines the display format of the data.
Input Mask	Defines and limits the data entry format.
Decimal Places	Number of decimal points for currency values or numbers.
Caption	Defines the label of the field in the form or the display of the field column heading in Datasheet view. Access uses the real field name for the label and column heading if the caption is empty.
Default Value	Text or value that is automatically entered in the field when a record is created.
Validation Rule	Sets a condition for the data to be entered in the field.
Validation Text	Error message that appears when the data entered into the field does not meet the validation rule.

Required	Makes the field entry compulsory.
Allowed Zero Length	Determines whether the field allows a zero length text string – a string containing no characters.
Index	Specifies whether the field is indexed for faster retrieval and sorting.

Number & Currency Format Symbols:

Symbol	Description
.	Decimal separator. Separators are set in Regional Settings in the Windows Control Panel.
,	Thousand separators.
0	Digit placeholder. Displays a digit or 0.
#	Digit placeholder. Displays a digit or nothing.
$	Displays the literal character "$".
%	Percentage. The value is multiplied by 100 and a percent sign is appended

Date Format Customization:

Symbol	Description
d	Day of the month in one or two numeric digits: **1 to 31**.
dd	Day of the month in two numeric digits: **01 to 31**.
ddd	First three letters of the weekday: **Sun to Sat**.
dddd	Full name of the weekday: **Sunday to Saturday**.
w	Day of the week: **1 to 7**.
ww	Week of the year: **1 to 53**.
m	Month of the year in one or two numeric digits: **1 to 12**.
mm	Month of the year in two numeric digits: **01 to 12**.
mmm	First three letters of the month: **Jan to Dec**.
mmmm	Full name of the month: **January to December**.
q	Date displayed as the quarter of the year: **1 to 4**.
y	Number of the day of the year: **1 to 366**.
yy	Last two digits of the year: **01 to 99**.
yyyy	Full year: **0100 to 9999**.
h	Hour in one or two digits: **0 to 23**.
hh	Hour in two digits: **00 to 23**.
s	Second in one or two digits: **0 to 59**.

ss	Second in two digits: **00 to 59**.

Input Mask Symbols:

Symbols	Description
0	Digit: 0 to 9, entry required, plus [+] and minus [–] signs not allowed.
9	Digit or space: entry optional, plus [+] and minus [–] signs not allowed.
#	Digit or space: entry optional; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus and minus signs allowed.
L	Letter: A to Z, entry required.
?	Letter: A to Z, entry optional.
A	Letter or digit, entry required.
a	Letter or digit, entry optional.
&	Any character or a space, entry required.
C	Any character or a space, entry optional.
. , : ; - /	Decimal placeholder and thousand, date, and time separators. (The actual character used depends on the settings in the Regional Settings Properties dialog box in the Windows Control Panel).
<	Causes all characters to be converted to lowercase.
>	Causes all characters to be converted to uppercase.
!	Causes the input mask to display from right to left, rather than from left to right. You can include the exclamation point anywhere in the input mask.
****	Causes the character that follows to be displayed as the literal character: E.g. \A appears as just A).

Query Filtering Criteria:

Data Type	Criteria	Query Results
Number	**200**	Find the number 200.
	<200	Find numbers less than 200.
	>=200	Find numbers more than or equal to 200.
	<>200	Find numbers not equal to 200.
	In (200,250)	Find numbers 200 and 250.
	Between 150 And 200	Find numbers from 150 to 200.
Text	**UK**	Find the exact text UK.
	>=U	Find text starting with U to Z.
	U*	Find text starting with U.
	In (UK,USA)	Find the text UK or USA.
	Between B And E	Find text starting with letter B to D and text equal to E.

Date	**3/3/2003**	Find the date 3/3/2003.
	<3/3/2003	Find dates before 3/3/2003
	In (#2/2/2003#,#3/3/2003#)	Find dates 2/2/2003 and 3/3/2003.
	Between 2/2/2003 And 3/3/2003	Find dates on and between 2/2/2003 and 3/3/2003.
Any Field	**Is Null**	Find records that do not contain data in this field.
	Is Not Null	Find records that contain data in this field