

Microsoft Access – Format



Format

Format controls how the data appears in tables, forms and reports (it is the default appearance in forms and reports – it can be changed in them).

The formatting options are different depending on what the data type of the field is. For text fields the options are:

- > To display the whole field in upper case.
 - < To display the whole field in lower case.
- If no entry is made then the data is displayed as entered.

For number and date/time data types you can choose from a standard list of displays (which meet most requirements) or customise the formatting.

General		Lookup	
Format	Currency		
Decimal Places	General Number	3456.789	
Input Mask	Currency	£3,456.79	
Caption	Euro	€3,456.79	
Default Value	Fixed	3456.79	
Validation Rule	Standard	3,456.79	
Validation Text	Percent	123.00%	
Required	Scientific	3.46E+03	
Indexed	No		
Smart Tags			
Text Align	General		