

# Microsoft Access – Indexed



## Indexed

You use an index to speed up queries, sorting, and grouping operations run against large amounts of data. You can also use indexes to prevent users from entering duplicate values.

The options are:

- No Turns off indexing (default).
- Yes (Duplicates OK) Indexes the field and allows duplicate values. For example, you may have duplicate first and last names.
- Yes (No Duplicates) Indexes the field and does not allow duplicate values.

If the field name finishes with ID; key; code or num the indexed property is automatically set to Yes (Duplicates OK). If you do not need to have these fields indexed then the setting has been changed manually.