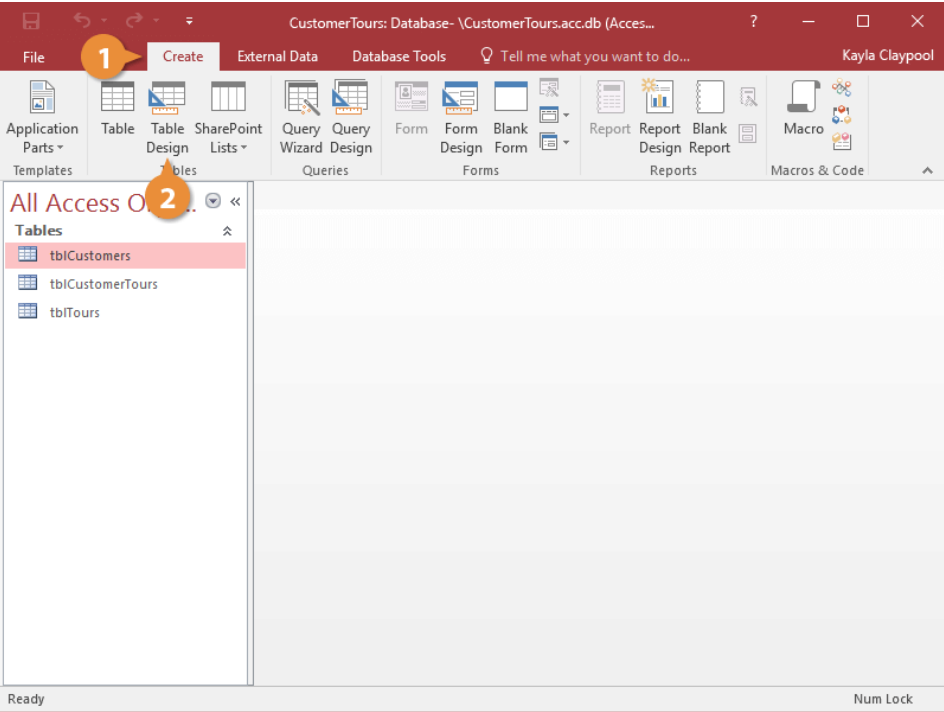


# Create a Table in Design View

Design View allows you to create a table with more ease.

1.Click the **Create** tab.

2.Click **Table Design**.

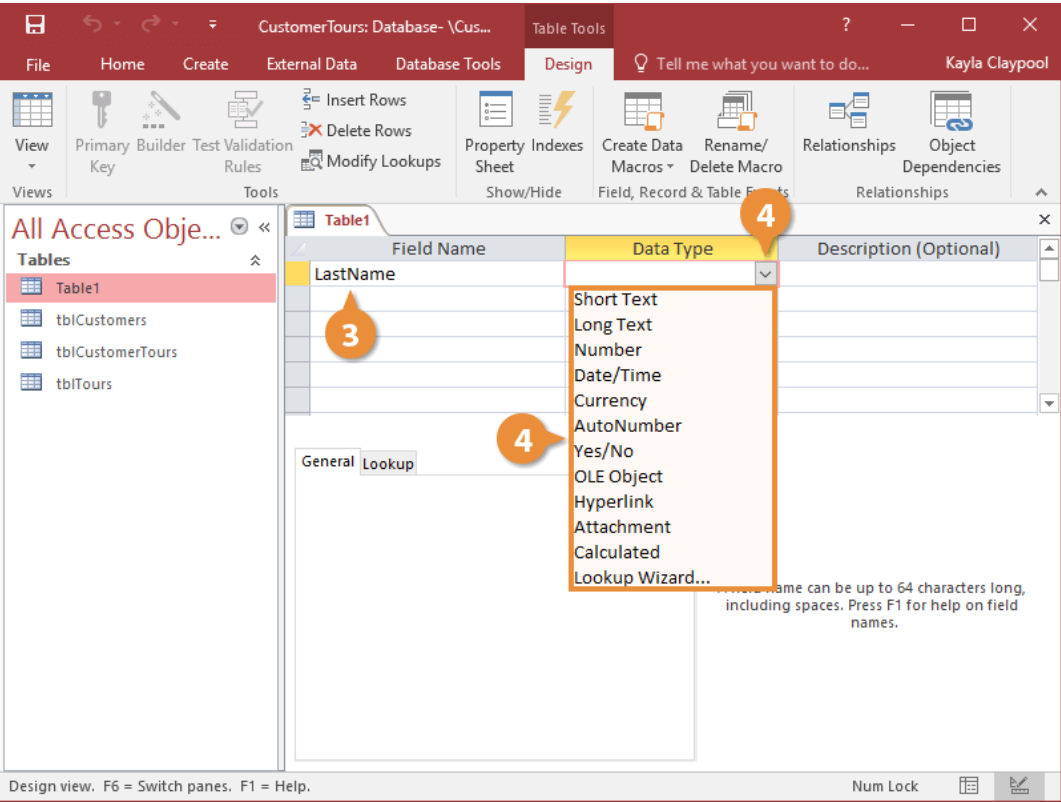


A new table appears in the window in Design View.

3.Enter a field name in the Field Name column and press **Enter**.

4.Click the **Data Type** list arrow and select a data type for the field.

See the table at the end of this lesson for more information about data types.



5.Repeat steps 3-4 to add as many fields as you want.

6.When you're finished, click the **Close** button. Save and name your table.

That's all there is to creating a table!