Chapter 5

Indexing Tables in Microsoft Access

Skills you will learn: How to create single- and multiple-field indexes in Microsoft Access.

Single field indexes

To add a single-field index to a table in Microsoft Access, click on the table design view icon to put the table into design view.

Once in design view, pick the field to which you would like to add an index.

Donor_Last	Short Text	
Donor_First	Short Text	
Donor_Initial	Short Text	
Donor_Address	Short Text	
Donor_City	Short Text	
Donor_Province	Short Text	
Donor_Age	Number	
Donor_Gender	Short Text	
Donation_Date	Date/Time	
Donation_Amount	Currency	
PartyCode	Short Text	
streetnumber	Short Text	

Field Properties

General | Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	No
IME Mode	Yes (Duplicates OK)
IME Sentence Mode	Yes (No Duplicates)
Text Align	General

In the General tab, click on the row marked 'Indexed'. A dropdown list will appear. Choose Yes (Duplicates OK) for an index that allows duplicate entries in the field, or YES (No Duplicates) for an index that disallows duplicates. In most cases you would choose the first type.

Click the Save icon at the top left of the screen to save the table design.

Multiple-field indexes

To create a multiple-field index, begin by clicking on Indexes in the Show/Hide area of the Design ribbon.

A list of indexes will appear.

Indexes: Donations

Index Name	Field Name	Sort Order
PartyCode	PartyCode	Ascending
PrimaryKey	Donor_ID	Ascending
Donor_Last	Donor_Last	Ascending

Index Properties

The name for this index. Each index can use up to 10 fields.

In the Index Name column, type in a name for the new index.

In the Field Name column, add the name of the first field to be used for the index. Then, without filling in the Index Name in the first column, add one or more additional fields, up to the maximum of 10.

You can also set other properties for the index, whether this is the Primary key, where duplicate values are allowed (Unique = No allows duplicates), and whether to ignore Null value when creating the Index.

Again, click Save, and the new index will be created. Note that you can create single indexes with this dialogue as well, but that it is usually easier to do so in the field properties grid.