

Examples of Column Width in Access: Do and Do

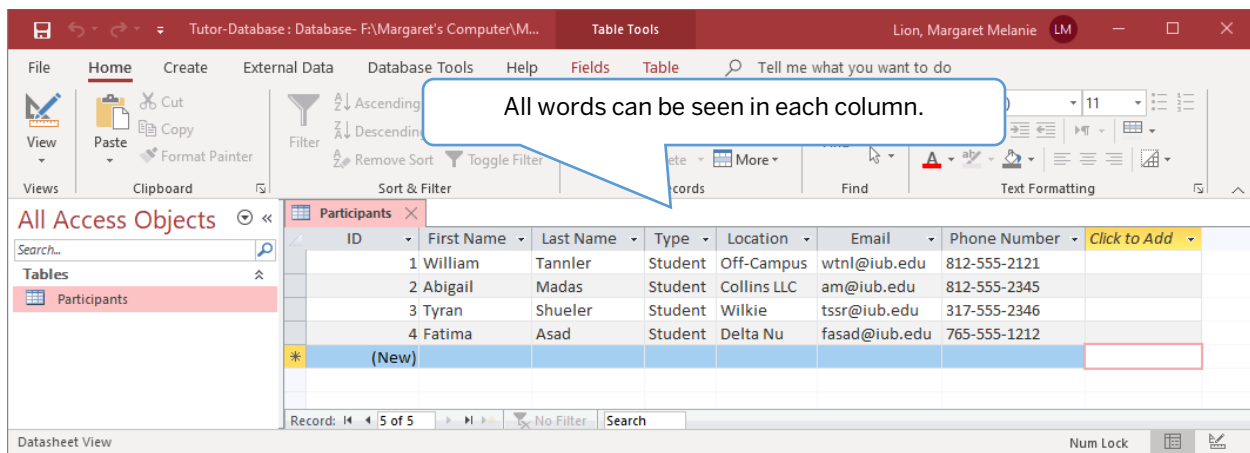
By Margaret Lion, for [SPH K200 Microcomputer Applications in Kinesiology](#).

Introduction – Why This Document

An important grading rule in SPH K200 in Access is column width. More students lose points, many points, because of column width than anything else in Access. So to save you the student grading sorrow, please look at the examples below showing what to do and what not to do.

What To Do

Column width in K200 refers to a column being wide enough for the viewer to be able to see EVERYTHING in the column. This includes data and the data label. Look at the example below.

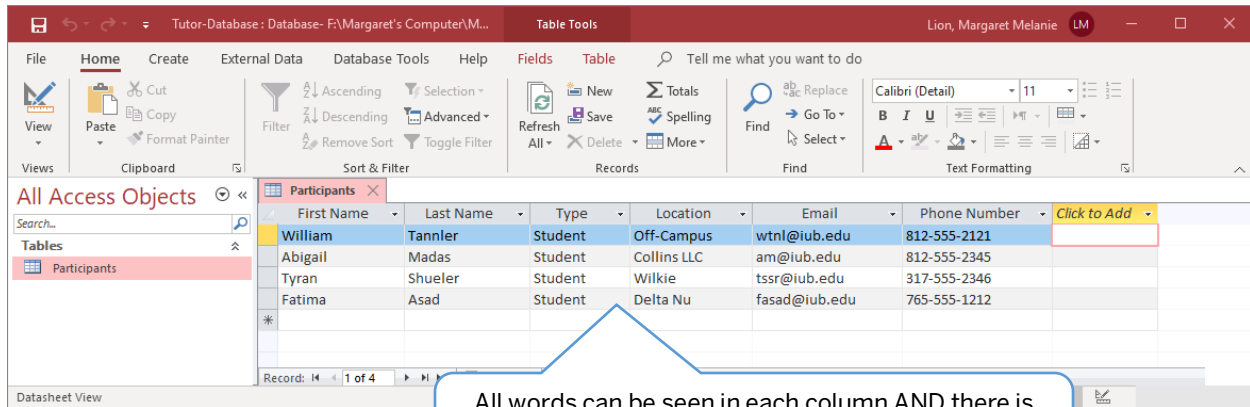


The screenshot shows the Microsoft Access interface with a table named 'Participants' in Datasheet View. The table has the following columns: ID, First Name, Last Name, Type, Location, Email, and Phone Number. A callout box points to the 'Last Name' column, stating 'All words can be seen in each column.' The data in the table is as follows:

ID	First Name	Last Name	Type	Location	Email	Phone Number	Click to Add
1	William	Tannler	Student	Off-Campus	wtnl@iub.edu	812-555-2121	
2	Abigail	Madas	Student	Collins LLC	am@iub.edu	812-555-2345	
3	Tyran	Shueler	Student	Wilkie	tssr@iub.edu	317-555-2346	
4	Fatima	Asad	Student	Delta Nu	fasad@iub.edu	765-555-1212	
*	(New)						

Notice in the image that all information and labels is perfectly displayed. The viewer, and most importantly the grader and the instructor, can see everything in each column. Notice that the labels can all be seen as well.

Here's an even better example. It is better because there is space in between the data and labels before the next column. This way you KNOW everything can be seen.



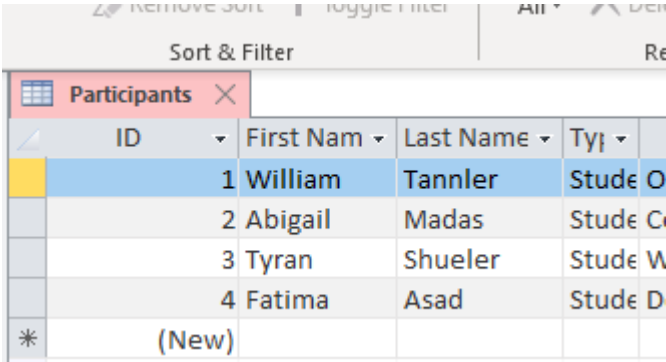
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*						

All words can be seen in each column AND there is space to make it even easier to read.

DO: You are encouraged to make your columns have extra space in them like the image above. You will need to make columns wider by hand; drag each column border wider with your mouse/touchpad. Do NOT USE AutoFit! For some reason that does not save as well.

What NOT To Do

The below image is a close-up of three columns that are not wide enough. Each of these examples will cause you to lose points. Examples are listed below using the column name/data label.



ID	First Nam	Last Name	Ty
1	William	Tannler	Stude O
2	Abigail	Madas	Stude C
3	Tyran	Shueler	Stude W
4	Fatima	Asad	Stude D
*	(New)		

Example 1: First Nam: This is an example of the label being cut off. This label should read First Name. Unfortunately, the last e is not visible. Yes, the data, the names below the label can be read, but this is not acceptable because the label name is called into question.

Example 2: Last Name: This is an example of a close call. Part of the last e is cut off. This is still a mistake. It calls into question if there are more words in the label and therefore is unacceptable.

Example 3: Ty: This is an example of both label AND data being cut off. For this example PLEASE look at the data! There will be times in K200 where the data will be very long,

forcing the column to be very wide. This is fine! A wide column with space at the end of the words is FINE! If the viewer cannot be sure of the data in the column and therefore your data is not accurate.

In Conclusion

BEFORE you submit your Access database, open every table, and if you have them, every query, and make your columns wider. Your grade point total will thank you.