Creating a Calculated Field in Access

Access is used for data management, but sometimes the desired output is in a different format than the input. For example, names are usually broken down into separate fields: **LastName** and **FirstName**. You can create a calculated field using the function **Concatenate** to display a **FullName** field.

- A **Calculated Field** is a field that is calculated from existing fields or built-in expressions.
- **Concatenate** is a function used to join text strings or objects together. It is abbreviated by the ampersand (**&**).

From **Design View** of a query that has the **LastName** field and **FirstName** field, scroll to the right until you see a blank field. Click on **Zoom** to expand your writing space.

To Build a Calculated Field: type the new name for the field that you are creating followed by a colon (**:**). Best practice is to follow the naming convention of the current fields, so if you have **First_Name** and **Last_Name**, use the field **Full_Name.**

Existing Fields used in the expression need to be surrounded by brackets.
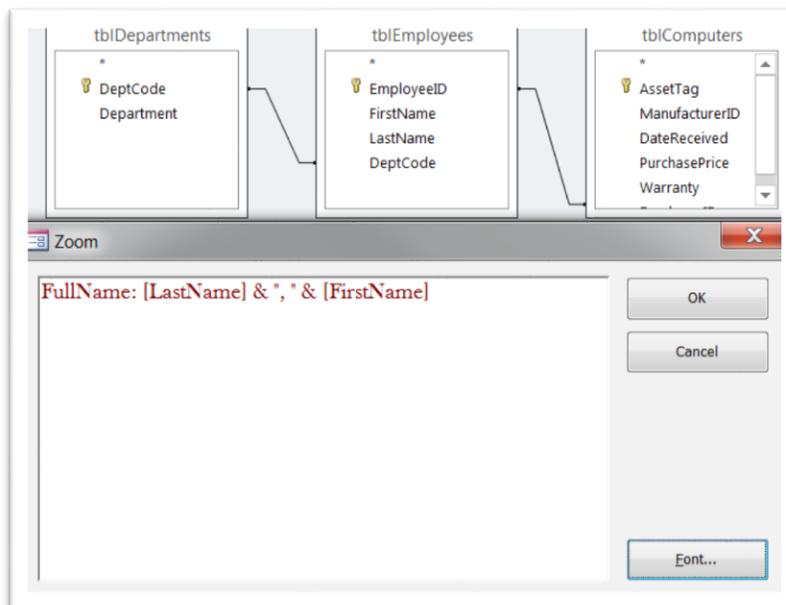
*TIP: Click on **Font** from within the **Zoom** window to make your font bigger or to choose a different typeface or color*

So, using **&**, you are joining the field **LastName** with the text string of a comma and a space, with the field **FirstName**. Be sure to put all text strings (such as punctuation) in quotations.