

MICROSOFT ACCESS NAMING CONVENTIONS

Tags for Defining Data Types

Data Type	Tag
Binary	bin
Byte	byt
Autonumber	lng
Currency	cur
Decimal	dec
Date/Time	dat
Double	dbl
Integer	int
Long	lng
Memo	mem
Ole	ole
Single	sng
Text	str
Yes/No	bln

Tags for Database Container Objects

Objects	Tag	Example
Form	frm	frmCustomers
Form (Dialog)	fdlg	fdlgLogin
Form (with subform)	Fmain	fmainCustomers
Form (Subform)	Fsub	fsubCustomerOrders
Form (pop-up)	Fpop	fpopWarningInfo
Macro	mcr	mcrUpdateInventory
Module	mod	modDataUtilities
Query (Append)	qapp	qappNewProduct
Query (Crosstab)	qxtb	qxtbRegionSales
Query (Delete)	qdel	qdelOldAccount
Query (for populating a form)	qfrm	qfltSalesToday

Query (Make-Table)	qmtb	qmtbShipTo
Query (Select)	qry	qrySalesByYear
Query (Update)	qupd	qupdDiscount
Query (Lookup)	qlkp	qlkpStatus
Report	rpt	rptInsuranceValue
Report (Subreport)	rsub	rsubOrder
Table	tbl	tblCustomer
Table (Lookup)	tlkp	tlkpShipper

Tags For Control Objects

Object	Tag	Example
Chart	cht	chtSales
Check Box	chk	chkReadOnly
Combo Box	cbo	cboIndustry
Command Button	cmd	cmdCancel
Frame	fra	fraPhoto
Label	lbl	lblHelpMessage
Line	lin	linVertical
ListBox	lst	lstPolicyCode
Option Button	opt	optFrench
Option Group	grp	grpLanguage
Page Break	brk	brkPage1
Rectangle (Shape)	shp	shpNamePanel
Subform/Report	sub	subContact
Textbox	txt	txtLoginName
Toggle Button	tgl	tglForm

Tags For ADO objects

Object	Tag	Example
ADO command	cmd	cmdInsertCust
ADO recordset	rs	rsCustomers
ADO connection	cn	cnSalesDB