

Access: Format Function (with Strings)

In Access, the **Format** function takes an expression and returns it as a formatted string.

The syntax for the **Format** function is:

Format (expression, [format])

expression is the value to format.

format is optional. It is the format to apply to the *expression*. You can either define your own format or use one of the named formats that Access has predefined such as:

Format	Explanation
General Number	Displays a number without thousand separators.
Currency	Displays thousand separators as well as two decimal places.
Fixed	Displays at least one digit to the left of the decimal place and two digits to the right of the decimal place.
Standard	Displays the thousand separators, at least one digit to the left of the decimal place, and two digits to the right of the decimal place.
Percent	Displays a percent value - that is, a number multiplied by 100 with a percent sign. Displays two digits to the right of the decimal place.
Scientific	Scientific notation.
Yes/No	Displays No if the number is 0. Displays Yes if the number is not 0.
True/False	Displays True if the number is 0. Displays False if the number is not 0.
On/Off	Displays Off if the number is 0. Displays On if the number is not 0.
General Date	Displays date based on your system settings
Long Date	Displays date based on your system's long date setting
Medium Date	Displays date based on your system's medium date setting
Short Date	Displays date based on your system's short date setting
Long Time	Displays time based on your system's long time setting

Medium Time	Displays time based on your system's medium time setting
Short Time	Displays time based on your system's short time setting

For example:

Format ("210.6", "#,##0.00")	would return '210.60'
Format ("210.6", "Standard")	would return '210.60'
Format ("0.981", "Percent")	would return '98.10%'
Format ("1267.5", "Currency")	would return '\$1,267.50'
Format ("Sep 3, 2003", "Short Date")	would return '9/3/2003'

VBA Code

The **Format** function can be used in VBA code. For example:

```
Dim LValue As String
```

```
LValue = Format ("0.981", "Percent")
```

In this example, the variable called LValue would now contain the value of '98.10%'.

SQL/Queries

You can also use the **Format** function in a query.

