

Access - Worksheet and workbook specifications and limits

Attribute	Maximum
Access database (.accdb) file size	2 gigabytes, minus the space needed for system objects
Number of objects in a database	32,768
Number of characters in an object name	64
Number of characters in a password	20
Number of characters in a user name or group name	20
Number of concurrent users	255

Table

Attribute	Maximum
Number of characters in a table name	64
Number of characters in a field name	64
Number of fields in a table	255
Number of open tables	2048; the actual number might be smaller because of tables opened internally by Access
Table size	2 gigabyte minus the space needed for the system objects
Number of characters in a Text field	255
Number of characters in a Memo field	65,535 when entering data through the user interface; 2 gigabytes of character storage when entering data programmatically
Size of an OLE Object field	1 gigabyte
Number of indexes in a table	32
Number of fields in an index	10
Number of characters in a validation message	255
Number of characters in a validation rule	2,048
Number of characters in a table or field description	255
Number of characters in a record when the UnicodeCompression property of the fields is set to Yes	4,000
Number of characters in a field property setting	255

Query

Attribute	Maximum
Number of enforced relationships	32 per table, minus the number of indexes that are on the table for fields or combinations of fields that are not involved in relationships*
Number of tables in a query	32*
Number of joins in a query	16*
Number of fields in a recordset	255
Recordset size	1 gigabyte
Sort limit	255 characters in one or more fields
Number of levels of nested queries	50*
Number of characters in a cell in the query design grid	1,024
Number of characters for a parameter in a parameter query	255
Number of AND operators in a WHERE or HAVING clause	99*
Number of characters in an SQL statement	Approximately 64,000*

*Maximum values might be lower if the query includes multivalued lookup fields.

Form and report

Attribute	Maximum
Number of characters in a label	2,048
Number of characters in a text box	65,535
Form or report width	22 in. (55.87 cm)
Section height	22 in. (55.87 cm)
Height of all sections plus section headers (in Design view)	200 in. (508 cm)
Number of levels of nested forms or reports	7
Number of fields or expressions that you can sort or group on in a report	10
Number of headers and footers in a report	1 report header/footer; 1 page header/footer; 10 group headers/footers
Number of printed pages in a report	65,536
Number of controls and sections that you can add over the lifetime of the form or report	754

Excel - Worksheet and workbook specifications and limits

Feature	Maximum limit
Open workbooks	Limited by available memory and system resources
Worksheet size	1,048,576 rows by 16,384 columns
Column width	255 characters
Row height	409 points
Page breaks	1,026 horizontal and vertical
Total number of characters that a cell can contain	32,767 characters
Characters in a header or footer	255
Sheets in a workbook	Limited by available memory
Colors in a workbook	16 million colors
Named views in a workbook	Limited by available memory
Unique cell formats/cell styles	64,000
Fill styles	256
Line weight and styles	256
Unique font types	1,024 global fonts available for use; 512 per workbook
Number formats in a workbook	Between 200 and 250, depending on the language version of Excel that you have installed
Names in a workbook	Limited by available memory
Windows in a workbook	Limited by available memory
Panes in a window	4
Linked sheets	Limited by available memory
Scenarios (scenario: A named set of input values that you can substitute in a worksheet model.)	Limited by available memory; a summary report shows only the first 251 scenarios
Changing cells in a scenario	32
Adjustable cells in Solver	200
Custom functions	Limited by available memory
Reports	Limited by available memory
Sort references	64 in a single sort; unlimited when using sequential sorts
Undo levels	100
Fields in a data form	32
Workbook parameters	255 parameters per workbook
Filter drop-down lists	10,000

Shared workbook specifications and limits

Feature	Maximum limit
Users who can open and share a shared workbook at the same time	256
Personal views in a shared workbook	Limited by available memory
Days that change history is maintained	32,767 (default is 30 days)
Workbooks that can be merged at one time	Limited by available memory
Cells that can be highlighted in a shared workbook	32,767
Colors used to identify changes made by different users when change highlighting is turned on	32 (each user is identified by a separate color; changes made by the current user are highlighted with navy blue)
Excel tables in a shared workbook	0 (zero) Note A workbook that contains one or more Excel tables cannot be shared.