

## SharePoint Column Types

### Single line of text

Use this option when you require input of small amounts of text, to a maximum of 255 characters. This should also be used when capturing alpha\numeric data (street addresses or account numbers) or numbers that won't be used for calculations (phone numbers, postal codes).

### Multiple lines of text

Use this when capturing comments or other larger amount of text. The maximum number of characters here is 63 999.

### Choice

Use this when you want to give the user a list of options to choose. It can be displayed either as a drop-down menu or a series of buttons.

### Date and time

Use this to automatically add a date picker calendar to the input.

### Person or Group

This column type allows the user to access the directory of users accounts associated with the organization or group.

### Number

Use this column type for numeric data, which may or may not be used in calculations.

### Currency

Used to store monetary values.

### Yes/No

This is used to store true/false or yes/no values. These column types display a checkbox that defines the yes or no values. Checked checkboxes return a value of one while unchecked checkboxes return a value of zero.

### Hyperlink

Are used to store hyperlinks to web pages or other resources.

## Location

Add rich location data from Bing Maps or your organization directory. The location column provides additional columns to filter, sort, and search by related information including street address, city, state, country or region, postal code, coordinates, or name.

## Image

Allows users to upload single images into the record.

## Managed Metadata

This column type allows users to specific terms form a set of managed terms.

## Lookup

These are used to extract information from other lists or libraries.