

## Lotus Approach 97

**Course Level :** Introduction

**Course Duration:** 2 days

**Prerequisites :** None required

▼ **Course Content**

- **Course Objectives**
- **What is a Database?**
  - What is a Relational Database?
- **Loading Approach for Windows**
- **A Windows Overview**
- **Database Terminology**
  - File Specification
  - Field, Record, File
  - Field names, types, lengths
- **The Approach Screen**
  - Title Bar
  - Menu Bar
  - SmartIcons
  - Scroll Bars
- **Using Help**
  - Help Contents
  - Search for help
- **Creating a database**
  - Approach file structure
  - File definition
  - Field Properties
  - Creating a calculated field
  - Validating data
- **Record Management**
  - Adding records
  - Modifying records
  - Deleting records
  - Moving around records
- **Saving a table**
  - using the menu and mouse
  - using the menu and keyboard
  - using the SmartIcons
  - using shortcut keys
  - the Save dialog box
  - the differences between Save and Save As
- **Files and filenames**
  - valid and invalid characters
  - invalid names



- **Lotus Approach Modes**
  - Design
  - Browse
  - Find
  - Preview
- **Modifying File definitions**
- **Finding Information**
  - Find Requests
  - Find with several criteria
  - Find with optional criteria
- Finding Text
- Finding Numbers, dates, times
- Sounds Like
- Finding values in a range
- Find Again
- **Using Forms**
  - Form definition
  - Presenting a form
  - Multiple objects
  - Adding graphic objects
  - Grouping objects
  - Adding Titles
  - Aligning information
- **Reporting**
  - Creating new reports
  - Customising report design
  - Adding footers
  - Summarising Data
- **Joining Databases**
  - Common fields
  - Joining and Unjoining
  - Join Options
- **Workshop**