

Lotus Approach 97

Course Level : Advanced

Course Duration : 2 days

Prerequisites : Attendance on Introduction Course



▼ **Course Content**

○ **Course Objectives**

○ **Revision Exercise**

○ **Advanced Form Design**

- Adding text to a form
- Adding drawings to a form
- Adding check boxes to a field
- Adding radio buttons to a field

○ **Importing Files**

- Creating a Database from a Spreadsheet
- Creating a Database from a Text File

○ **Passwords**

- File passwords
- Removing passwords

○ **Charts**

- The Chart Assistant
- The Properties Box

○ **Crosstabs**

- Creating a Crosstab
- Adding Summaries to a Crosstab
- Creating a Chart from a Crosstab

○ **Advanced Joins and Repeating Panels**

- Repeating Panels
- Many to Many Relationships

○ **Macros**

- What is a macro?
- Creating a macro
- Editing a macro
- Running a macro
- Macro buttons
- Looping macros
- Conditional macros

○ **Workshop**